



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

### Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

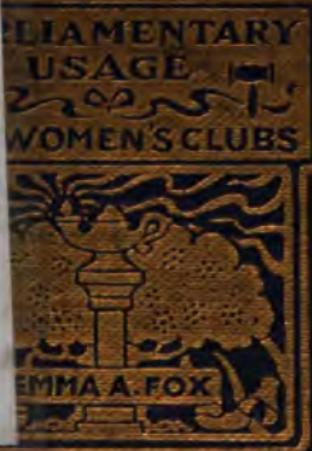
- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

### About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>



LANE MEDICAL LIBRARY STANFORD



2 45 0179 4233

**LANE**

**MEDICAL**

**LIBRARY**



**CHARLES GARDNER LATHROP FUND**



**LANE**



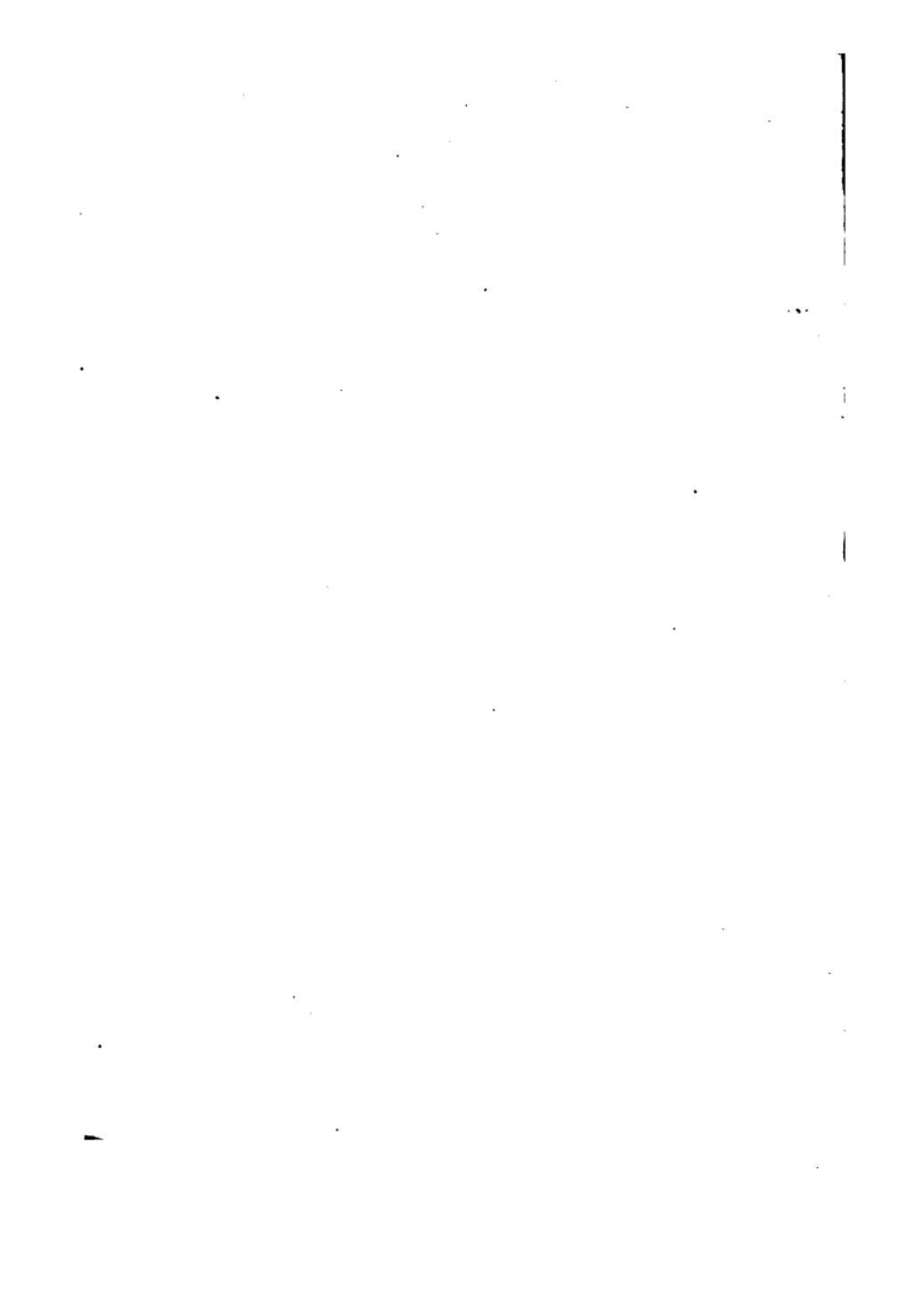
**MEDICAL**

**LIBRARY**

**CHARLES GARDNER LATHROP FUND**









*Copyright, 1902, 1914, by*  
**DOUBLEDAY, PAGE & COMPANY**

*All rights reserved, including that of  
translation into foreign languages,  
including the Scandinavian*

**PRINTED AT GARDEN CITY, N. Y., U. S. A.**

W'202  
F79  
1921

TO  
**The Club Women of America**  
**A POTENT FACTOR IN THE PROGRESS OF CIVILIZATION**  
**THIS VOLUME**  
**Is RESPECTFULLY DEDICATED**  
**BY**  
**THE AUTHOR**

52801

## DIAGRAM OF MOTIONS FOR READY REFERENCE

**T**HIS diagram makes nine statements with reference to each one of forty-eight motions. The figure (1) opposite any motion in the column of motions at the left hand of the diagram means that the statement at the head of that column applies to that motion; a cipher (0) means that the statement at the head of the column does not apply; an X means that an explanation is made in the text showing under what circumstances the statement at the head of the column may apply to that motion; a blank means that the question as to whether the statement at the head of the column applies to this particular motion or not could never arise.

For illustration, take motion number 17, to fix the time or place of the next meeting. A figure (1) in the first column shows that the motion may be amended; an X in the third column shows that an explanation may be found in the text showing under what circumstances the motion may be debated; a blank in the fourth column shows that the question as to whether limited debate only is allowed could never arise; a cipher in the fifth column shows that the statement, may be moved without waiting for recognition, does not apply to this motion.

THE MOTIONS	1	2	3	4	5	6	7	8	9
Accept a report.....	0	0	0	0	0	0	0	0	0
Adjourn.....	0	1	0	0	0	0	0	1	1
to fix time or place to which to .....									
" to a specified time.....									
Adopt a report.....	0	1	0	0	0	0	0	0	0
Amend a motion.....	1	1	0	0	0	0	0	0	0
Amend a motion to amend.....	1	1	1	1	1	1	1	1	1
" a constitution, by-laws, or standing rule.....									
Appeal.....	0	0	0	0	0	0	0	0	0
Close debate.....	0	0	0	0	0	0	0	0	0
Commit.....	0	0	0	0	0	0	0	0	0
Consider a question out of its proper order.....	0	0	0	0	0	0	0	0	0

THE MOTIONS	10	11	12
Two-thirds vote required.....	1	1	1
Seconded, must be.....	1	1	1
Reconsidered, may be.....	1	1	1
be moved if no.....	0	1	1
Quorum present, may be.....	0	0	0
for recognition, may be.....	0	0	0
Moved without waiting.....	0	0	0
Limited debate al-	0	0	0
lowed only.....	0	0	0
Full debate allowed.....	0	0	0
Committed, may be.....	0	0	0
Amended, may be.....	0	0	0

15.	Divide a question.....
14.	Enter in the minutes.....
15.	Extend the time for debate.....
16.	Fill a blank.....
17.	Fix time or place of next meeting.....
18.	Indefinitely postpone.....
19.	Lay on the table.....
20.	Limited debate.....
21.	Minutes (motion to amend).....
22.	" " ( motion to approve).....
23.	Nominations, making.....
24.	Objection to consideration.....
25.	Order of the day.....
26.	Place on file.....
27.	Postpone to a definite time.....
28.	Previous question.....
29.	Provide for the manner of voting.....
30.	Question of order after previous question has been ordered.....
31.	Question of order while debatable motion is pending.....
32.	Question of order while motion not debatable is pending.....
33.	Reading papers under consideration (motion to or call for).....
34.	" " not under consideration (motion to or call for).....
35.	Receive.....
36.	Recess.....
37.	Recommit.....
38.	Reconsider a debatable motion.....
39.	" " a motion not debatable.....
40.	Refer.....
41.	Rise.....
42.	Resind.....
43.	Special order.....
44.	Strike out and insert.....
45.	Substitute a rule.....
46.	Suspend a rule.....
47.	Table, to take from the.....
48.	Withdrawal of a motion (motion to allow).....



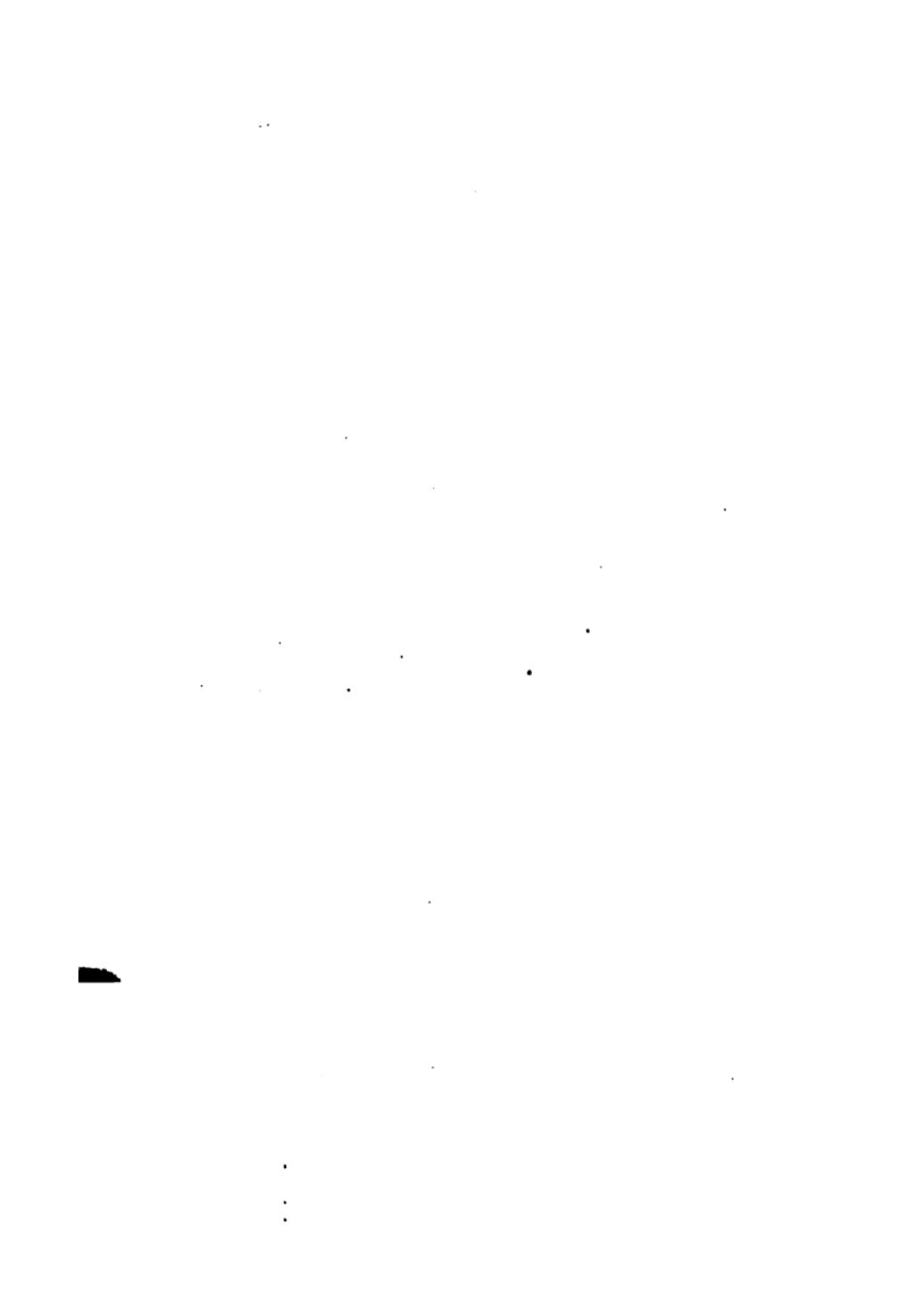
## PREFACE

This volume contains in substance the articles published in "The Club Woman" under the head of Parliamentary Usage. The author's aim in their preparation was to explain the generally accepted rules for the conduct of meetings, that they might be easily understood by those who have not given the subject much attention. They have been carefully revised for publication in book form. If they seem very elementary to some, it is hoped they will benefit a still larger number who need assistance in conducting even simple meetings.

These articles were written especially to meet the needs of club women. The illustration of certain forms is given by a representation of a supposed meeting of a woman's club, and the model constitution and by-laws are framed as for a woman's club; but the book is not on that account designed exclusively for organizations of women, as the principles of parliamentary law therein elucidated apply as a matter of course to all deliberative assemblies.

EMMA A. FOX.

DETROIT, MICHIGAN,  
*April, 1902.*



## PREFACE TO SECOND EDITION

Since this book was first published, twelve years ago, it has served acceptably the uses of many organizations, national, state, and local. In its revised form it is designed to meet the needs of their constantly increasing numbers.

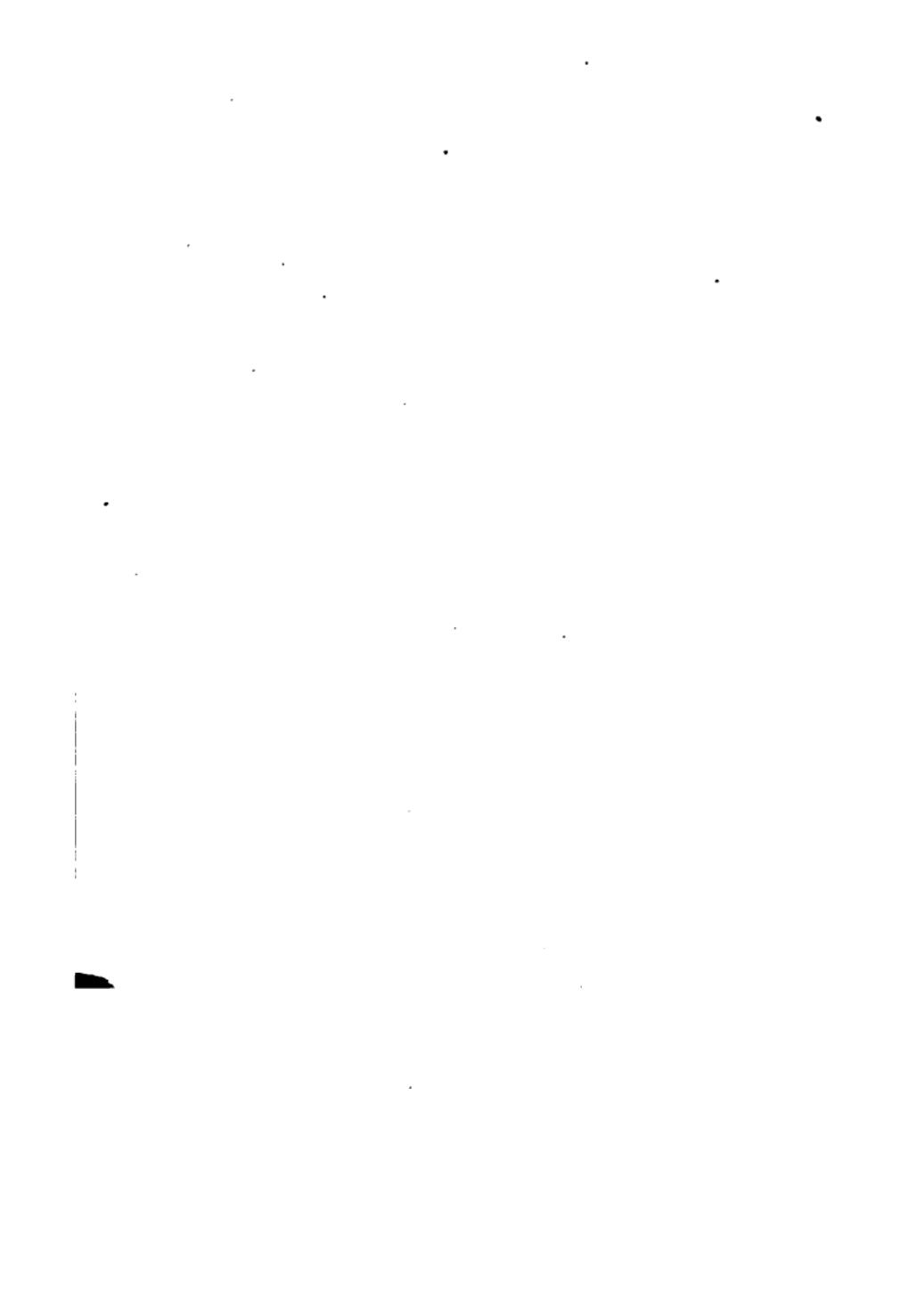
With this purpose in mind, new material has been added, including a classification of motions and a parliamentary drill; explanations have been amplified wherever clarity was to be gained thereby, and many questions frequently arising in regard to parliamentary usage have been answered.

More than twice as much space has been given to forms and minutes (Chapters IX and X) as in the former edition. These models of a large and various number of motions and reports are incorporated for the use of those for whom oral instruction in parliamentary usage is not available.

It is hoped that this book, in its more complete and comprehensive form, will be useful alike to students, teachers, and readers.

EMMA A. FOX.

DETROIT, MICHIGAN,  
*October 1914.*



## CONTENTS

	PAGE
<b>Diagram for Ready Reference.....</b>	<b>iv</b>
<b>Chapter I. The Necessity of Rules.....</b>	<b>1</b>
Principles of Parliamentary Law .....	3
Different Kinds of Assemblies .....	4
How to Become Incorporated .....	5
Constitution for Voluntary Society .....	9
By-Laws for Voluntary Society.....	13
<b>Chapter II. Order of Exercises.....</b>	<b>20</b>
Call to Order and Roll Call .....	20
Minutes .....	21
Special Order .....	21
Communications from President .....	21
Reports of Officers .....	22
Reports of Committees.....	23
Unfinished Business.....	24
Miscellaneous Business .....	24
Adjournment.....	24
Order of Exercises at Annual Meetings.....	24
<b>Chapter III. Officers and Members .....</b>	<b>27</b>
The Presiding Officer.....	28
Recording Secretary .....	33
Other Officers .....	38
Members .....	39
<b>Chapter IV. Committees.....</b>	<b>43</b>
Advantages of Committees .....	43
Appointment of Committees .....	44
Committee Meetings.....	48
Power of Committees .....	50

*CONTENTS*

	PAGE
Committee Reports .....	51
Committee of the Whole .....	60
<b>Chapter V. Motions</b> .....	<b>64</b>
Introduction of Business .....	64
Classification of Motions .....	65
Precedence of Motions .....	69
Form of Motion .....	109
Formalities in Making Motions .....	111
Exceptions to General Rules .....	116
<b>Chapter VI. Debate</b> .....	<b>123</b>
Object of Debate .....	123
Essentials of Good Debate .....	124
Full Debate .....	130
Limited Debate .....	130
<b>Chapter VII. Voting</b> .....	<b>131</b>
Methods of Voting .....	132
Preferential Voting .....	152
Quorum Necessary .....	161
Majority, Plurality, and Two-Thirds Vote .....	161
Tie Vote .....	163
<b>Chapter VIII. Meetings</b> .....	<b>164</b>
Meetings of Organized Societies .....	164
Delegates and Credentials .....	167
Election of Officers .....	171
Mass Meetings .....	172
Organizing a Society .....	173
<b>Chapter IX. Forms</b> .....	<b>177</b>
<b>Chapter X. Minutes</b> .....	<b>246</b>
<b>Index</b> .....	<b>265</b>

# PARLIAMENTARY USAGE FOR WOMEN'S CLUBS

## I

### THE NECESSITY OF RULES

BASSANIO—

And I beseech you,  
Wrest once the law to your authority;  
To do a great right, do a little wrong.

PORIA—

It must not be. \* \* \*  
'Twill be recorded for a precedent,  
And many an error by the same example  
Will rush into the state.

MERCHANT OF VENICE, Act IV., Scene 1.

**Rules of Procedure** in the conduct of meetings are as necessary as are the rules of grammar in speaking and writing. One who knows no difference between "I did" and "I done," between "for you and me" and "for you and I," will not be conscious of transgressing any rules of syntax when using incorrect expressions, or be subjected to any pain when he hears them used by others. And for the same reason, namely, a lack of the knowledge of something better, many societies are most complacently holding meetings without a knowledge of

parliamentary rules. It is nevertheless true that an illiterate person recognizes the charm of speech of one who is educated, and equally true that a person wholly ignorant of parliamentary rules recognizes the advantages of such rules when he sees them intelligently used.

In these days of numerous organizations it should be considered as inexcusable to belong to any society holding regular meetings and remain ignorant of parliamentary law as to join in golf, tennis, or whist and not familiarize one's self with the rules of the game.

Parliamentary law for the meetings of our various organizations is in some respects what civil law is for the community. It prevents the majority from exercising undue control over the minority. When understood by the majority it prevents the rule of a minority. A society in which it is observed is democratic; a society in which it is ignored may be ruled by a single member, or by a few members, but probably not by the majority.

**Parliamentary Rules the Result of Experience.**—The rules now accepted as common parliamentary law have not been

adopted in any arbitrary manner, but are rather the result of the accumulated experience of deliberative assemblies during the past four or five centuries. They have been accepted because, in the language of Thomas Jefferson, they have been found to best subserve "accuracy in business, economy of time, order, uniformity, and impartiality." These rules are based upon certain fixed principles, and are always in accord with good common sense. Let not the amateur parliamentarian, however, flatter himself that the good sense which he perhaps possesses will serve him in place of a thorough and technical knowledge of the science of parliamentary law. It is not only necessary to know parliamentary law, but the principles on which it is based, in order to correctly decide questions which are likely to arise at any meeting.

**Principles of Parliamentary Law.**—All parliamentary rules will be found to embody the following principles:

1. Justice to all.
2. Courtesy to all.
3. One thing at a time.
4. The rule of the majority.
5. The rights of the minority.

**Authority for Special Rules.**— Common parliamentary law is equally binding on all assemblies, but in addition special rules are often desirable. To know the extent of authority which any organization has in the making of rules, an understanding of the different kinds of assemblies, as well as of the power which the individual organization has in adopting rules for its own government, is indispensable.

**Different Kinds of Assemblies.**— Some assemblies such as the U. S. Congress and the legislatures of the several states are made compulsory by law; others are authorized but are not compulsory, while others are voluntary.

Assemblies which are made compulsory by law, or which have been incorporated by authorization of law, must conform to all statutory requirements, but may adopt rules for their government which do not conflict with a higher authority.

Each house of the U. S. Congress is at liberty to "determine the rules of its own proceedings," but may not adopt a rule making less than a majority of its membership a quorum for the transaction of business or any other rule which would conflict

with the provisions of the Constitution of the United States.

Unincorporated societies are not thus restricted and have great freedom in the adoption of rules. This may at first seem an advantage, but there is a corresponding disadvantage in that the members of an unincorporated society lack the protection from the usurpation of power which is afforded by the necessity of conforming to regulations which even a majority can not set aside.

**How to Become Incorporated.**—A voluntary society may become incorporated by adopting articles of association in compliance with the conditions of a state law which makes provision for the incorporation of such a society. The Secretary of State of any state upon request will probably give information as to the statute or statutes under which incorporation of a society organized for a particular purpose is possible. In some states a blank form containing the printed statute on which articles of incorporation may be written and acknowledged will be furnished by that officer. The process of becoming incorporated is very simple, but as it is im-

portant that articles of incorporation be correctly drawn, the services of a lawyer may be required.

Articles of association may be changed and by-laws may be adopted or amended only in the manner provided by the state law. Anything done in conflict with statutory requirement is null and void.

By becoming incorporated, an organization gains, among other advantages, the power to acquire and convey real property, and the ability to bring legal action in the name of the society.

Every member of an incorporated society should be familiar with the incorporating statute, and for this reason it is desirable to have the statute printed in pamphlet form, together with the articles of association and by-laws.

The constitution of an unincorporated society corresponds to the incorporating statute and the articles of association of an incorporated society.

**Constitution and By-laws.**—A society not intending to incorporate should, for the sake of stability, adopt a constitution and by-laws as early as practicable after organization has been agreed upon.

The advantage of having both constitution and by-laws is that of having only what is fundamental in the constitution and of putting into the by-laws those details which may be changed without affecting the general character or work of the society. The constitution should be made more difficult to amend than the by-laws. Societies must not expect to frame constitution and by-laws which will serve a number of years without change. It is impossible at time of organization to know just what will be needed, and amendments may be made later as riper judgment may dictate, and as change of conditions may require.

The power of local societies which are auxiliary to a central organization to make and adopt constitution and by-laws for their own government depends upon the character of the organization.

The central organization may have been organized first, and each member of a local society may of necessity have first become a member of the central body. Such is the character of the National Society of the Daughters of the American Revolution and of most fraternal organizations. The central body therefore provides for the organ-

ization of auxiliaries and stipulates on what conditions they may be formed, and may place limitations on their powers.

Other state and national organizations are formed in quite a different way. Local societies are first formed, and by mutual agreement are banded together into a union, league, or federation. Such is the character of the General Federation of Women's Clubs. The central body of such organizations has no power over the auxiliary societies, but may decide what societies are eligible to membership and the manner in which they may be admitted.

The scores, yes, hundreds, of national societies in existence at the present time are founded on one or the other of these two general plans.

Questions as to the rights of the individual members in a local society, and as to the power of the society itself, very frequently arise. These are often of such a character that they can be answered only by taking into consideration the constitution and by-laws of the local society, the relationship of the local society to the organization to which it is auxiliary, and the constitution and by-laws, articles of asso-

ciation, or charter of the central organization.

The following constitution and by-laws are recommended to unincorporated clubs, not as being ideal, but as a model or foundation which may be adapted to the requirements of many organizations.

## CONSTITUTION

### Article I. Name.

The name of this association shall be The Lotus Club.

### Article II. Object.

The object of this club shall be united effort toward peace, charity, equity, and a higher civilization.

### Article III. Membership.

Section 1. Membership in this club shall be of three classes, active, associate, and honorary.

Sec. 2. A candidate for active or associate membership must sign the following form of application:

“I desire to become an active (or associate, as the case may be) member of The

Sec. 3. A majority of all votes cast shall be necessary to constitute an election.

Sec. 4. No member shall hold the same office for more than two consecutive terms.

Sec. 5. Vacancies in office may be filled by the remaining members of the Board of Directors voting thereon by ballot.

#### Article V. Meetings.

Section 1. The annual meeting shall be held the third Thursday in January of each year.

Sec. 2. Regular meetings shall be held from the first week of October to the first week of May, inclusive.

Sec. 3. Special meetings may be called by the president or by any three members. The call for the special meeting must state the business to be transacted and no business shall be transacted, except that stated in the call.

#### Article VI. Quorum.

Section 1. One third of the active membership of the club shall constitute a quorum at any regular or annual meeting, but at no time shall the lack of a quorum at a regular meeting prevent those present from proceeding with the program of the day.

Sec. 2. A majority of the membership of the club shall be necessary for a quorum at a special meeting.

### Article VII. Amendments.

Section 1. This constitution may be amended at any annual meeting by a two-thirds vote of all active members present, the proposed amendments having been submitted in writing, and read to the club at a regular meeting at least four weeks before being voted upon.

Sec. 2. Amendments may also be made at any annual meeting without previous notice by the unanimous vote of all members present.

Sec. 3. By-laws and standing rules may be adopted, amended, or repealed at any regular or annual meeting by a two-thirds vote.

## BY-LAWS

### Article I. Dues.

Section 1. The annual dues of active members shall be one dollar, and those of associate members two dollars, payable January first.

Sec. 2. Members failing to pay dues

before the first of March shall be at once notified by the secretary, and those not paying before the first of November shall forfeit all rights to membership and their names be taken from the roll.

Sec. 3. Dues for the current fiscal year must accompany all applications for membership.

## Article II. Duties of Officers.

Section 1. The regular term of office of all officers shall commence at the adjournment of the annual meeting at which they are elected.

Sec. 2. The duties of officers shall be such as are implied by their respective titles, and such as are specified in these by-laws.

Sec. 3. The president shall appoint all standing committees, subject to the approval of the Board of Directors, and be ex officio a member of the same without the right to vote.

Sec. 4. The recording secretary shall receive and present all applications for membership; keep an accurate classified list of the membership of the club, with the address of each member; receive all money due the club and pay the same to the treas-

urer, giving or taking a receipt for each sum transferred; notify delinquent members as required in Article I, section 2, of these by-laws, and on the first day of November of each year take from the roll of members the names of all whose dues have not been paid.

Sec. 5. The corresponding secretary shall notify applicants for membership of their election or rejection; also notify all officers of their election and committees of their appointment, and in general conduct the correspondence of the club.

Sec. 6. The treasurer shall pay bills only upon warrants signed by the president and secretary; keep an itemized account of all receipts and disbursements, and present a written report at each meeting of the Board of Directors and to the club at the first meeting in each month of the transactions of the preceding month. The book in which the record of receipts and disbursements for the year has been kept, together with the warrants and vouchers, also the annual report of the treasurer, shall be submitted to the auditor at least one week before the annual meeting.

Sec. 7. The auditor shall examine the

books of the treasurer, also the annual report of the treasurer.

Sec. 8. The custodian shall have charge of all properties of the club, except such as are in actual use, subject to the direction of the club.

Sec. 9. The recording secretary, corresponding secretary, treasurer, auditor, and custodian shall each make a written report at the annual meeting.

Sec. 10. All officers upon retiring from office shall deliver to the president all money, accounts, record books, papers, or other property belonging to the club.

### Article. III. Committees.

Section 1. There shall be three standing committees, consisting of three members each: Membership, Program, and House.

Sec. 2. The Membership Committee shall investigate the qualifications of applicants for membership and report their recommendations to the Board of Directors.

Sec. 3. The Program Committee shall have no responsibility for the program until the first of October following their appointment. At the first meeting of April, the committee shall recommend sub-

jects of study, and when approved by the club shall prepare a calendar for the literary work of the year, and complete all necessary arrangements for carrying out the same.

Sec. 4. The House Committee shall recommend a place of meeting, and shall have general charge of the room or rooms agreed upon, and the club furnishings of the same.

#### Article IV. Board of Directors.

The Board of Directors shall have power to transact the general business of the club subject to the approval of the club; to fill vacancies in office, and to act upon all applications for membership in the club.

#### Article V. Meetings.

Section 1. Regular meetings of the club shall be held on Thursday at three in the afternoon.

Sec. 2. The order of exercises shall be:

1. Call to order.
2. Reading of the minutes.
3. Special order.
4. Communications from the president.
5. Report of corresponding secretary.
6. Report of treasurer.

7. Report of board of directors.
8. Reports of standing committees.
  - a. Membership.
  - b. Program.
  - c. House.
9. Reports of special committees.
10. Unfinished business.
11. Miscellaneous business.
12. Program for the day.
13. Adjournment.

Sec. 3. The order of exercises for the annual meeting shall be:

1. Call to order.
2. Reading of minutes.
3. Annual reports of officers.
  - a. Recording secretary.
  - b. Corresponding secretary.
  - c. Treasurer.
  - d. Auditor.
  - e. Custodian.
4. Address of president.
5. Miscellaneous business.
6. Election of officers.
7. Adjournment.

Sec. 4. The Board of Directors shall meet at the call of the president or of any three members of the board.

Sec. 5. Standing committees shall meet

at the call of their respective chairmen or of any two members of the committee.

**Article VI. Plan of Work.**

The general subject of study and plan of work shall be decided by vote of the club.

**Article VII. Fiscal Year.**

The fiscal year shall be the calendar year.

**Article VIII. Parliamentary Authority.**

The rules of parliamentary practice comprised in \_\_\_\_\_ by \_\_\_\_\_ shall govern the proceedings of this club, subject to the special rules which have been or may be adopted.

## II

### ORDER OF EXERCISES

"Order is Heaven's first law." — Pope.

**The Object of an Order of Exercises** is to provide a place for every variety of business that is likely to require attention and to insure the consideration of each subject at its proper time to the exclusion of everything else.

**The Call to Order** may be a matter of form, and is accomplished by the president's striking the table with the gavel, and saying, "The meeting will please come to order." This marks the time when the transaction of business is legally begun, and the secretary begins to make a record of the proceedings.

A quorum must be present before any business, even the reading and approval of the minutes, can be legally transacted. If it is desirable to keep a record of the names of those in attendance, the number present as well as their names may be ascertained

by having the secretary call the roll. This consumes considerable time in societies having a large attendance. If the record of attendance is not desired, or if some other means of securing it has been devised, the presence or absence of a quorum may be determined by counting.

**The Minutes** of the last preceding regular meeting, and of any meetings which have been held since, should then be read by the recording secretary. The minutes of one meeting should be approved before those of the next meeting are read.

**Special Order.**— It is often the case that some item of business is of such importance that every member of the organization should have an opportunity of being present when it is acted upon. For convenience, such business may, upon motion, be made a special order for some subsequent meeting, and in such case when the head Special Order is reached, the president should announce the business for consideration.

**Communications from the President.**— Under this head the presiding officer, who is not at liberty to make or discuss a motion, may present to the assembly his ideas

or wishes. The communication should be written and should be read by the president standing, but without surrendering his place as a presiding officer. It sometimes happens that the president has exceeded his rightful powers since the last previous meeting, and has taken action for the society in some real or fancied emergency. He may report his action in the communication, giving reasons therefor.

**Reports of Officers.**—The corresponding secretary, or if there is no corresponding secretary then the recording secretary, should read all communications addressed to the society, excepting those from the president, whether from members of the organization, or from societies or individuals outside the organization. Each communication should be acted upon before another is read. The action taken will naturally vary with the character of the communication. Some may be disposed of by a motion to place on file; some will require action upon the subject matter of the communication; a letter of withdrawal from membership, or resignation from office may be disposed of by a motion to accept the withdrawal of the member,

or the resignation of the officer. Communications which can not be quickly acted upon by the society should be referred to a committee, or laid upon the table, to give time for deliberation without taking the time of the meeting.

**The Report of the Treasurer** is generally a statement of receipts and disbursements, and should be disposed of by a motion that it be accepted and placed on file, or that it be accepted and entered in the minutes, or that it be referred to an auditor or an auditing committee.

The report is presumably correct, but the members do not pass upon its accuracy by accepting the statement presented. No society can judge of the accuracy of a treasurer's report, containing several items, by simply hearing it read.

**Reports of Committees.**— After the reports of all officers have been heard, the president announces the next order of business, and calls on the standing committees to report in the order named.

Each of the standing committees may have more than one report, but each report should be disposed of before another is read.

Reports of special committees are received and acted upon in the same manner as those of standing committees.

**Unfinished Business.**— Under the head of “Unfinished Business,” motions which were cut off by adjournment, or by the expiration of time allotted to business, or motions the consideration of which has been postponed until this meeting, may be again considered.

It is the duty of the presiding officer, without asking for unfinished business, to announce that a certain motion, repeating it, is now before the assembly.

**Miscellaneous Business** gives a place for the introduction and transaction of any business which has not been provided for up to this time.

The literary program may be led by some person not the president of the society, if the society so desires.

**Adjournment.**— When the prescribed hour for adjournment arrives, or when the order of exercises is completed, the president may announce that the meeting stands adjourned, or a motion to adjourn may be made and voted upon.

**Order of Exercises at an Annual Meet-**

ing.—The order of exercises at an annual meeting is necessarily somewhat different from that of a regular meeting.

At a regular meeting the most desirable place for any communication which the president desires to make seems to be immediately after the approval of the minutes and before the reports of the other officers, but at the annual meeting, when the president usually makes a formal address, the place of honor seems to be after the reports of all the other officers have been heard.

At the annual meeting of a society which holds meetings at intervals through the year the minutes of the preceding regular meeting may be read and approved. When the annual meeting is on the day of the regular meeting, this seems a very consistent and satisfactory way of doing. Some societies on the day of the annual meeting approve minutes and receive the reports of officers for the period of time since the last reports were presented, and then proceed with the business of the annual meeting.

The accounts of the treasurer for the year should be audited before the annual report

is presented and there should be a sufficient interval of time between the close of the fiscal year and the date of the annual meeting to make this possible. If the accounts have not been audited, the motion to refer to an auditor or to an auditing committee should be made before the annual report is accepted.

Societies which hold conventions once a year or biennially generally have a program prepared for each convention which when adopted becomes the Order of Exercises.

### III

## OFFICERS AND MEMBERS

"Here comes the neighboring justice, pleased to guide  
His little club, and in the chair preside."

— CRABBE.

**The Presiding Officer** of an organization is called a speaker, a moderator, a president, a regent, or a chairman, according to established custom in that particular kind of an organization. He holds the position not only of the highest honor, but of the greatest responsibility. The success and the orderly conduct of its meetings depend in a greater measure upon him than upon any other member.

In this country he is always addressed by the title belonging to the office, as Mr. President, Mr. Chairman, and never by his name, but whatever his official title he always speaks of himself as "the chair."

This may seem very awkward to one who is not familiar with the custom, but if a presiding officer says "I" in alluding to anything done while in the chair, he betrays

a lack of knowledge of the rudiments of parliamentary practice. He may speak of himself as "your president" when mentioning something done outside of a meeting in an official capacity, but decisions and opinions rendered while presiding are always those of "the chair." The form of address for any lady occupying the chair, whether she be Miss or Mrs., is Mrs. or Madam prefixed to the name of the office, as Mrs. President, or Madam Regent.

**Duties of the Presiding Officer.**—The duties of an officer who stands at the head of any society are two-fold: first, those which pertain to the object for which the society was organized; and second, those which pertain to the conduct of the meetings of the society in the furtherance of that object.

The first are as varied as is the character of the numerous organizations; the second are those which come under the head of parliamentary usage, and are similar in all societies.

It is the duty of a presiding officer to be regular and prompt in attendance at meetings of the society; to call the meetings to order at the specified time; to preserve

order; to entertain motions which are in order, and at the proper time to put them to vote; to repeat the motion under consideration, or cause the secretary to read it whenever asked to do so by a member; to give respectful attention to the discussion of members; to announce the result of all votes; and in general carry forward the business of the assembly to the conclusions which it desires to reach.

It is customary for the presiding officer to stand while stating a motion, also while putting a motion to vote and declaring the result, but in small assemblies he may remain sitting. It is not customary for the presiding officer to rise to recognize a member, or to stand while a question is being discussed, but when the assembly is very large he may be better able to preserve order by standing.

**The Ideal President** has a good voice and a dignified, courteous, and absolutely impartial bearing at all times. He has a thorough knowledge of parliamentary law, and therefore knows when a rule should be rigidly enforced, and when by unanimous consent some laxity may be safely allowed. He has tact to encourage the timid member,

and skill to repress the over-zealous one. In strict conformity to parliamentary law he should always state a motion (except in case of an appeal, and an appeal strictly speaking is not a motion) in the exact words in which it was originally offered, but he will sometimes change the phraseology of a motion, and in so doing will express the intent of the author in a way which will be acceptable and gratifying.

**The President Forfeits the Right to Make, Second, or Discuss a Motion while occupying the chair.** When he wishes to discuss a motion, read a paper, or make an address, he should call the vice-president to the chair, and then address the presiding officer and observe the same rules that are binding upon other members.

**The President Does not Forfeit the Right to Vote,** but it is not customary for a presiding officer to vote except when the vote is by ballot or roll call.

It is not the duty of the president to instruct the members in parliamentary law, or to explain the reason for any parliamentary procedure before a point of order has been raised, but good judgment will lead him to do this many times in assem-

bties where parliamentary law is so imperfectly understood as it is in many assemblies to-day.

In reply to the inquiry so often made, "Is a motion in order?" the president should say in effect, "The member may make the motion and the chair will decide." The reason for this is clear. Some motions might be in order, but the member might nevertheless offer a motion which was not in order at that time.

**The President and the Secretary Should Both Sign All Formal** communications sent by the organization to any individual, or to any other assembly, as resolutions of sympathy, petitions to a local council, state legislature, and the like, and unless other provision is made, warrants, contracts, and all legal documents.

If the president by special rule has the power to call a meeting and exercises that right, he should sign the call or notify the secretary in writing to issue the call. In the latter case the secretary should sign the call, placing above his signature the words, "By order of the president."

**The President Generally Has the Power of Appointing All Standing Committees,**

and often the power of appointing special committees. This is not a provision of common parliamentary law but may be arranged by special rules or by action of the assembly. He may be a member ex officio of all committees, but this, too, must be by special provision. Neither has he the power to create a committee except by special authorization.

The president must not lend himself to the purposes of any faction; to do so is to pervert his high office.

He will perhaps during his term of office give the vice-president an opportunity to preside. If he is not absent from necessity so that this opportunity will naturally be afforded, he may remain away from one meeting, or may take his seat with the other members and allow the vice-president to preside. This is neither written nor unwritten law; it is a little act of deference and courtesy. The same spirit which prompts this courtesy will also suggest that the vice-president be notified of the plan some days in advance of the meeting, and be given information as to the business which is likely to receive attention.

**The Vice-President's Duties.**— It is the

duty of the vice-president to take the chair in the absence of the president, or when requested to do so by the president. This request may be made when the president delivers an annual address, takes part in the discussion of a motion, or is for any reason unable to preside. If the absence or disability of the president is permanent, he becomes acting president with all the powers and duties of the president, but unless there is a special provision to that effect he does not become president.

**Recording Secretary.**—The officer who keeps a record of the proceedings of the meetings of an organization may have any one of many titles, the most common of which are secretary, clerk, and scribe.

The duties of this officer are only second in importance to those of a president. The president is the head and the secretary the right hand of an organization, and these two officers should be entirely harmonious in their endeavor to serve the best interests of the society.

The secretary is frequently an employee, and not a member of the organization. Perhaps for this reason the statement is often made that he has no right to vote.

The secretary does not forfeit any rights of membership by holding office.

Many persons who are willing to perform the onerous duties of the office of secretary have a very imperfect understanding of what the minutes or records should contain. The mistake is often made on the one hand of omitting things of which a record should be kept, and on the other of cumbering the records with imperfect condensations of essays and discussions, and with the opinions of the secretary.

If the recording secretary is absent from a meeting a secretary pro tempore must be elected. The temporary officer does not thereby become a member of any board or committee to which the secretary belongs *ex officio*.

**The Records or Minutes.**—In their details, the records of various associations may differ widely and yet all be correct, but there are certain facts which should be recorded by every secretary of every society. The name of the society, the kind of a meeting, the place in which the meeting is held, the date and the hour at which it was called to order should always appear. The record should also mention the presiding

officer and state something about the attendance. It may be sufficient in some societies to state the approximate number present, but the minutes of a meeting of a Board of Trustees, or any similar assembly, should include the names of those present.

A careful record should be kept of all motions that were stated by the presiding officer, and the manner in which they were disposed of (whether carried or lost, referred to a committee, or laid on the table), as well as the fact of adjournment and the manner in which adjournment was accomplished. No mention need be made of what was omitted, as, "There was no report from \_\_\_\_\_," except that if the minutes are not read when they should have been that fact should be stated, and the reason given.

The secretary should not attempt to prepare minutes in the form of an essay, neither should he write them in the style of a newspaper article. They should be comprehensive, and yet as brief as is consistent with accuracy. Each motion made and each vote taken should be in a separate paragraph for the sake of easy reference.

Minutes should be prepared in per-

manent form before being read and approved, as they then become legal evidence of what transpired. The minutes as prepared by the secretary may be corrected by the body since they belong to the organization and not to the individual officer.

The minutes should be signed by the person who wrote them.

**Recording Communications — Three Ways.**—Numerous communications and lengthy reports of committees are the *bête noir* of the secretary.

There are three ways in which these may be recorded, and every society may adopt the method best suited to its needs.

First, every communication and every committee report may be entered in full in the minutes. This makes a very satisfactory and complete record, especially when a loose-leaf record book is used, and officers and committees present their reports on loose leaves furnished by the secretary. The original reports then become a part of the minutes, thus eliminating the preservation of bulky files.

Second, each communication and report may be numbered and filed, in which case the minutes need only mention the subject

of the communication or report. If a society holds its meetings in one room the year through, and has file cases for the preservation of its papers, this will prove a satisfactory method of keeping the records, but otherwise this method would be impracticable, as papers would be required for reference which could not easily be procured.

The third way is to enter in the minutes the substance of the communication or report in the language of the secretary.

**Minor Duties of Recording Secretary.—** Parliamentary law makes it the duty of the recording secretary to send notices for meetings when directed to do so by the proper authority; to call a meeting to order in the absence of both the president and vice-president, and entertain a motion for a temporary chairman; to call the roll for the purpose of keeping the record of attendance if such is the custom of the society; to call the roll of members when the vote is by roll call; to count the votes on either side when the vote is by raising hands or standing, unless tellers are appointed for that purpose; to draw and sign all warrants upon the treasurer, and to carefully preserve all

papers which come into his possession and furnish them for use when requested by the assembly.

He should give to the chairman of every special committee the names of the members of the committee, and a copy of the motion referred to the committee, or the motion providing for the appointment of a committee as the case may be.

At every meeting he should have at command a list of such special committees as may be expected to report.

In addition to these duties the by-laws may prescribe others.

When a society, in addition to the recording secretary, has a corresponding secretary, a financial secretary, or a federation secretary, the by-laws should make clear the duties of each.

**Other Officers.**— Parliamentary law prescribes the duties of only two officers, one to preside and one to keep the records. Every organization has the power by special regulation to create such other offices as circumstances may require, and to prescribe the duties of such officers.

In a general way the treasurer would have charge of the funds, but whether he

should disburse money by order of an auditing committee, by vote of the society, or only upon a warrant duly signed, the society itself must determine.

**Members.**— The members of an association who are not officers have duties and responsibilities, if not as important, certainly as necessary of observance as those of the officers.

It is the duty of every member to assist in maintaining a certain *esprit de corps* which is often the strongest bond of union in any society; to be loyal to the officers duly elected, whether these officers were his personal choice or not. A member must not talk while another is talking; must not intrude his private affairs or the business of any other society in which he is interested on the attention of the assembly; must not interrupt a member who is speaking except when such interruption is permissible; must not call "Question"; must not pass between the presiding officer and any member who has the floor, and must never indulge in personal remarks or say or do anything which will engender bad feeling. He should withdraw when any business concerning himself is under discussion,

or if he remains by indulgence of the assembly he should refrain from voting on such a question.

Should a member be deemed guilty of immoral conduct, or of conduct prejudicial to the best interests of the society or of its members, a vote of censure may be passed or he may be asked to withdraw from membership. Such action should only be taken after thorough investigation. In some organizations provision is made in the by-laws for the trial of members and the expulsion of such as may be found guilty of charges preferred against them. This is perhaps possible if persons upon joining the society or at a later time have agreed to abide by the decision of such a tribunal, but it must be borne in mind that voluntary assemblies are not endowed with the functions of a court, and therefore can not compel the attendance of witnesses nor put them under oath.

When a person is speaking, it is the duty of all members to give undivided attention to what is said, and to put the best construction on the words of the speaker.

In alluding to other members in debate, he should not speak of them by name, but

should designate them in some other way not uncomplimentary, which may be readily understood, as "the member who spoke on the other side of this question," or "the member who has just spoken."

In one of the famous speeches made by Henry Clay in the national House of Representatives, he said: "An honorable gentleman from Massachusetts, of whom I am sorry to say it becomes necessary for me to take some notice," meaning Mr. Quincy; at another time he spoke of Mr. Quincy as "the gentleman to whom I have been compelled to allude."

This allusion to Mr. Quincy, although rather sarcastic, and betraying, perhaps, an undercurrent of animosity, nevertheless illustrates the matter in hand.

A member should ask to be excused if he wishes to leave the meeting before adjournment.

If he expects to take an active part in the business of the society he should be as familiar with parliamentary law as the president is expected to be, and he should consider it a duty as well as a privilege to vote on every question.

A member is at liberty to use parlia-

mentary tactics to further his own views in the disposition of every question, but if he values his own reputation, he will never make unnecessary motions or continue to raise points of order for the sake of displaying his knowledge.

It would be impossible to enumerate all the duties, rights, and privileges of members.

In general, the same rules of courtesy and good breeding which are observed in social gatherings are in force in every assembly, and every member should keep in mind that others have rights equal to his own.

## IV

### COMMITTEES

“But the first council of the great-hearted elders met beside  
the ship of King Nestor the Pylos-born.”—HOMER.

**Advantages of Committees.**—The employment of committees is such a convenient method of facilitating the transaction of business that their appointment is a settled custom in all organizations.

The advantage of having committees lies in the fact that the work may thus be subdivided and each committee may give the special subjects referred to it that careful and deliberate examination which because of the multiplicity of the subjects considered it is impossible for each member of the entire assembly to give.

The work of large assemblies is done to such an extent by committees that the part performed by the assembly is often little more than voting upon the recommendations of committees. A favorable report from a committee on any proposed measure

is almost equivalent to favorable action by the assembly.

**Appointment of Committees.**— Committees may be appointed by the chair, by ballot, or by *viva-voce* vote of the members, but no committee can be appointed without authorization from the assembly. Authority may be given in the by-laws, in standing rules, or by a motion providing for a committee.

Committees are of three kinds: standing committees, special committees, and committees of the whole.

Joint committees and conference committees only exist in legislative bodies consisting of two branches, and therefore need not be explained here.

**Standing Committees** are those which are appointed for a certain period of time, usually one year, for the performance of certain duties specified in advance. They are usually named with reference to the duties devolving upon them, as finance committee, printing committee, program committee. But though the name may imply in a general way the duties of such committees, it is necessary that these be clearly stated to obviate any misunderstanding.

For instance, the duties of an auditing committee may be to examine all bills presented for payment, or to examine the books and vouchers of the treasurer at stated times.

**Appointment of Standing Committees.**—The by-laws or rules of every association should provide for the manner of appointing standing committees, designate the number of members of which each must consist, and define their duties.

A common custom is for the newly elected president of a society to appoint all the standing committees.

This custom gives the president much power, but perhaps not too much. Having been elected by a majority vote of the assembly, if he has a policy to carry out it seems right that he should have the appointment of the committees on whose aid and coöperation he must rely. If, then, he has the power to appoint the standing committees, it is his privilege to appoint a majority on each committee of those who are in sympathy with his views. If two parties or factions exist, the rights of the minority demand that they should have representation on every committee.

A board of managers or directors partakes

of the character of a standing committee, and is usually composed of the officers of the organization.

In the order of business, the report of such a board usually immediately precedes reports of standing committees.

**Special Committees** are those whose duties are temporary in character.

To provide for the appointment of a special committee, a motion should first be made that a committee be appointed for the purpose named in the motion, or that

- a pending motion be referred to a committee. The number composing the committee should next be determined, and then the manner of appointment.

**The Motion for a Special Committee** may include the manner of appointment, the number of members of which such a committee shall consist, and the names of the members who shall compose it, but it seems more natural to vote first upon the motion that a committee be appointed, for the reason that if this motion is decided in the negative there will be no occasion for considering the other details.

If power is given the presiding officer to make the appointment, he may appoint the

committee at once, or he may say, "The chair will appoint the committee later." If the committee is not appointed until after the close of the session, the secretary should be informed of the persons appointed, that their names may be entered on the record.

**Eligibility of Members to Committees.—**

Any member of a society, unless personally concerned in the question to be considered by the committee, is eligible to appointment, but his obligation to serve is not a question of parliamentary law. The member who has the welfare of the society at heart will be loath to shirk any of its responsibilities.

**The President a Member of Committees.**

—The president of a society is often made a member of every standing committee, sometimes a member of every committee, sometimes a member without the right to vote.

If the by-laws contain the clause, "The president shall be ex officio a member of all committees," the right to vote is granted. If it is intended that he be a member ex officio without the right to vote, the clause should read, "The president shall be ex officio a member of all committees, but without the right to vote"

**A Committee Appointed to Act** for the assembly in cases where a course of action has already been decided upon should be composed of those who are friendly to the measure.

**A Committee for Deliberation** should be selected with reference to qualifications of members to deal with the subject to be considered. When it is known that there is a difference of opinion on the subject, all sides should be represented in the membership of the committee.

The formation of efficient committees and the preservation of peace and harmony in the entire membership is a task requiring great tact and skill.

The member who makes the motion that a special committee be appointed is frequently named first upon the committee, but not of necessity. It should not be assumed that by making a motion creating a committee, a member is proposing that he be its chairman.

The first member of a committee, either standing or special, is the temporary chairman, and should convene the committee, which may then elect its chairman.

**Committee Meetings.** — Committees

must meet to confer and prepare a report. It is not sufficient for the chairman to consult members separately.

It is the privilege of the chairman of a committee to name the time and place for the meeting, and his duty to see that every member of the committee is notified.

If the chairman neglects or declines to call a meeting of the committee, any two members of the committee may call the meeting.

Other members of the society who may be invited to attend a committee meeting have no right to vote and may not speak except by permission of the committee.

A committee can not take action unless the requisite number to constitute a quorum is present. In the absence of special provision the majority of a committee constitutes a quorum.

Committees should never convene during a meeting of the society except by permission or special request.

The assembly may request the members of a committee to withdraw and consider a question, but can not compel them to do so; otherwise it would be possible for a majority to secure the appointment on a committee of members known to be opposed to

LAW LIBRARY

some measure they favored, then compel the committee to convene and pass the measure in their absence.

The chairman bears the same general relation to the committee that the president of a society does to the assembly. He must preserve order, and see that the question referred to the committee is properly considered, and that the report to be presented to the society is duly prepared and signed.

**Procedure in Committee Meeting.**— In the process of reaching conclusions a committee may proceed by making motions and voting with the same formality that is observed in the assembly. It may appoint a secretary and keep full minutes of its proceedings. This course is generally pursued in large committees and by boards of directors or executive committees, which have the general business management of a society. But when the committee is small the usual way is to confer informally, keeping only such memoranda as are necessary to aid in making a report.

**The Power of Committees.**— Much misapprehension exists as to the power of a committee. The fact is, a committee has no

power except that which is given to it by the assembly.

Should the assembly delegate power to a committee, then and not otherwise may it act and report to the assembly afterwards; but in no case may a committee take action without express authority from the assembly. A committee should always carefully do the work assigned it, and under no circumstances transcend its power.

In the ordinary routine of meetings, a standing committee should report whenever its duties make a report necessary or at the first regular meeting after a question has been referred to it, and a special committee at the first regular meeting after appointment. Should the report not be ready when called for, the chairman should rise and say, "The committee desires more time," or "The committee desires further time in which to prepare a report." This request is usually granted, but the assembly has a right to discharge a special committee and take action on the question referred to it without waiting for a report.

**Committee Reports.**—The report of a committee should be addressed to the society, and should contain definite statements

of information procured, duties performed, or specific recommendations showing the opinion of the committee. It should not be the minutes of the committee meeting.

The following forms will illustrate what is meant, showing the form of report made by a committee appointed to obtain information, the form of report of the same committee if appointed to obtain information and make a recommendation, and the form of report of a committee to which a communication or a motion has been referred:

*To the Lakeville Parliamentary Law Club:*

Your committee appointed to ascertain the cost of painting the outside of the club-house begs leave to report that the following bids to do the work in accordance with the specifications have been received:

Brown, Thompson & Co.....	\$79.00
Phillips & Morse.....	83.00
Decorative Art Co.....	91.00

Respectfully submitted,

M. F. Warren,

L. C. Cobb,

F. G. Watson.

VIA RELIABLE

If the committee was instructed to bring in a recommendation, the report would conclude with something like the following:

"Your committee believes that the firm of Brown, Thompson & Co. is thoroughly reliable, and, as their bid is the lowest, recommends that it be accepted."

*To the Lakeville Scientific Club:*

Your committee to which was referred the motion that the club secure a lecturer to give a series of ten lectures on some scientific subject has given the question careful consideration and recommends that the motion be carried.

Respectfully submitted,  
O. R. Comstock,  
I. N. Walters.

The report should be signed by all members of the committee present at the meeting of the committee who agree with the report.

The chairman generally signs the report first, and the signatures of the other members usually follow in the order of their appointment, though this is immaterial.

Each signature is a guarantee to the

assembly that the member is familiar with the report and thereby endorses it.

If not convenient to prepare the report of the committee in shape for signatures while the committee is in session, it may be written out afterwards and signed before it is presented. It should be neatly and legibly written so that time will not be unnecessarily consumed in deciphering it. If not properly prepared, the assembly is justified in recommitting the report for the express purpose of having it put in proper shape.

The report should be presented to the assembly by the chairman of the committee unless some one else has been selected by the committee for that duty, and it may be read by the member presenting it or by the secretary of the assembly.

**Consideration of Committee Reports.** — After the report has been read a suitable motion should be made with reference to it. It is customary to make a motion upon the report as a whole, but there is much misapprehension as to the proper motion to make.

A motion may be made to accept the report, but it is accepted as a matter of

course if it is satisfactory as a report, either with or without a motion to that effect, and when the report contains statements of what has been done or of information secured by the committee, as, for instance, a report of the character of the first one of the preceding reports, nothing further is necessary except to decide whether the report is to be placed on file or entered in the minutes. A motion to adopt a report of this kind is not appropriate as there is nothing in the report to be adopted.

A motion that the report be received is superfluous, for it has already been received.

The motion that the report be accepted and the recommendations adopted is an appropriate motion to make on a report of the character of the second of the preceding reports, as there is a recommendation which may be adopted. Should changes be desired amendments are offered, but it must be understood that although the recommendations of the committee are subject to amendment by the assembly, the report of the committee as such can not be amended. That is, the assembly can not make the report other than the committee

made it, but it may change the recommendations made before adopting them.

**Recommendations of Committee May Be Amended.**—To avoid complications and consequent misunderstandings which are likely to arise when motions are made to amend the motion to adopt the report of the committee, or to amend the motion to adopt the recommendations of the committee, a motion should be made at once upon the substance of the report, the propositions which it contains. Referring for illustration to the second of the preceding reports, instead of a motion that the recommendations of the committee be adopted, the motion to be preferred is that the contract for painting the outside of the clubhouse be awarded to Brown, Thompson & Co.

A motion on the substance of the report is always appropriate, but a motion that the recommendation of the committee be adopted, if carried, does not in every instance make the recommendation of the committee the action of the assembly. For instance, if a committee recommends that an applicant be admitted to membership, the application must be voted upon

independently of the action on the report; if a committee recommends amendments to the by-laws, a motion must be made and a vote taken on each of the proposed amendments.

After the acceptance of the report of a committee on a motion or resolution which has been referred to it, the assembly should resume consideration of the question at the point where it was interrupted by being referred, having the benefit of the report of the committee as an aid in deciding which way to vote.

If one or two motions to amend were pending at the time of reference, they are considered in the same way they would have been if the motion to refer had been lost, and other motions which were in order are equally in order at this time.

If the committee recommends other amendments than those pending, such amendments can only be considered when regularly moved in proper order.

If the committee recommends that the motion be disposed of in a different way from that contemplated at time of reference, such as that it be postponed or made a special order, motions which will bring such

recommendations to vote may be made in due time. The member who has the report of the committee in charge is the proper person to make such a motion, but it may be made by any member.

**Minority Reports.**—If there are members of a committee that do not concur in a report, they are at liberty to prepare a minority report. The existence of a minority report should be made known to the assembly by the member who has the report of the committee in charge immediately after it has been read. The assembly is not obliged to hear the minority report, but it is almost invariably read if for no other reason than that each member knows he may be one of a minority at some subsequent time and wish the same courtesy extended. The signatures appended to the minority report show which members of the committee have agreed to it.

The minority report will be in a form similar to the following:

*To the Lakeville Scientific Club:*

The undersigned, a minority of the committee to which was referred the motion that the club secure a lecturer to give a

series of ten lectures on some scientific subject, has given the question careful consideration and recommends, on account of the expense, that the motion be defeated.

Respectfully submitted,  
Thomas Woodford.

The report of the committee and the report of the minority should be accepted by the assembly, and consideration of the motion or resolution should be resumed where it was interrupted by the motion to refer to a committee, as explained above.

**Recommitting a Report.**—If the report of a committee is not satisfactory, a motion to recommit may be made, or that the report be referred back to the committee (the two motions meaning the same), and such a motion may include instructions.

If no instructions are given, the committee will probably be able to change its report or prepare a new one which will be acceptable to the assembly, having ascertained the wishes of the majority from the discussion. The committee must then reconvene and prepare another report.

If a committee is in doubt as to what is

expected of it, a request for instruction should be made to the assembly.

Committees generally consist of an odd number of members in order to prevent a tie vote.

Committees should return all manuscripts referred to them, such as communications or resolutions, without mutilation or defacement.

When the report of a special committee has been received by the assembly, the committee is thereby discharged without a motion to that effect.

**Committee of the Whole — Origin.** — The committee of the whole had its origin in the House of Commons during the reign of James I. At that time the speaker, though a member of the House, was nominated by the will of the king, and the clerk and sergeant-at-arms were appointed by the king. The House then conceived the idea of sitting as a committee of the whole, "Mr. Speaker alone excepted." The clerk and sergeant-at-arms were also excused, and there was then no record book which should divulge their actions to the king. The house could then indulge in that freedom of debate which was impossible when

the minions of the king were present. In vain did King James and his successor protest. The king could convene and prorogue Parliament at pleasure, but in no other way could he control the committee of the whole. It is, in fact, the assembly itself in session as a committee, a custom which has proved convenient for certain purposes, and is therefore retained, though the occasion which gave it birth no longer exists.

**Committee of the Whole — Advantages.**— In the consideration of a question involving many details, one advantage of sitting in committee of the whole is the greater liberty afforded for the interchange of views by the temporary freedom from rules restricting debate. Another advantage is the fact that motions made and votes taken do not become part of the permanent record of the assembly. When a series of resolutions or the revision of constitution or by-laws is under consideration, assemblies will therefore do well to avail themselves of these advantages of the committee of the whole.

**Committee of the Whole — Organization.**— The change from sitting as an as-

sembly to a session of the committee of the whole is accomplished by an affirmative vote on a motion to the effect that the assembly resolve itself into a committee of the whole for the purpose designated in the motion.

Such a motion is in order whenever a motion to commit is in order.

Should the motion prevail, the presiding officer calls some one to the chair, and takes his place as a member of the committee.

**Committee of the Whole — Rules Governing.**—A quorum for the committee of the whole is the same as the quorum for the assembly unless the assembly determines otherwise.

What has already been said as to the power of committees, the process by which conclusions are reached, and the reports of committees is equally applicable to committees of the whole.

The purpose of the committee of the whole is to deliberate and make recommendations to the assembly, and any motion necessary to accomplish this purpose, which does not conflict with rules adopted by the assembly, should be allowed.

Motions making recommendations, mo-

tions to amend the same, a motion to reconsider, a motion to rise and report, or to rise, report progress, and ask leave to sit again, are all permissible in committee of the whole.

There is no reason why motions governing debate should be prohibited, as the procedure of rising, taking action as an assembly, and again convening as committee of the whole is too cumbersome to be practicable.

Dilatory motions are not used because not in harmony with the purpose of the committee. The motion to reconsider and enter in the minutes can not be made, but a motion to reconsider may be acted upon while the committee of the whole is in session.

The proper motion to close the session of any committee is that the committee rise.

# V

## MOTIONS

" . . . what you have to say,  
I will with patience hear, and find a time  
Both meet to hear, and answer, such high things."

— JULIUS CÆSAR, Act I., Scene 1.

**Introduction of Business.**— The business of an assembly is introduced through one of its members by the offering of a motion, or the presentation of a communication, report, or resolution. If a communication, report, or formal resolution is presented, a motion must be made to bring the question before the assembly for consideration and decision.

To know what motions are in order at a certain time, in what way they may be introduced, considered, and disposed of, the effect of an affirmative or a negative vote on each, and in what manner their consideration may be suspended and resumed, is to be well versed in parliamentary procedure.

The fact that writers on parliamentary law have not adopted a uniform classification of motions is perhaps due to the fact

that none which has as yet been published is accepted as entirely free from criticism from a scientific standpoint.

The following classification is adapted from the one which appears in "A Handbook on Parliamentary Practice,"\* by Rufus Waples, LL.D., and may help to fix the different motions and their rank in the mind of the student.

This classification groups motions according to their purpose. With few exceptions each motion indicates with a fair degree of accuracy the object which its adoption is intended to accomplish.

#### A.— Main Motions.

##### I.— Ordinary Main Motions.

Motions of a general character introducing business.

##### II.— Privileged Main Motions.

Call for the order of the day.

Raising a question of privilege.

Motion on question of privilege.

Motion to take a recess.

Motion to adjourn, or to rise.

Motion to fix the time or the place to which to adjourn.

**B.— Subsidiary Motions.****I.— Amendatory.**

Motion to amend the main motion.

Motion to amend the proposed amendment.

Motion to amend another subsidiary motion.

**II.— Dilatory.**

Motion to commit or refer, or to recommit:

(a) to a special committee.

(b) to a standing committee.

Motion to postpone definitely.

Motion to make a special order.

Motion to lay on the table.

**III.— Declinatory.**

Objection to consideration.

Motion to postpone indefinitely.

**IV.— Complemental.**

Motion to fill a blank.

**V.— Incidental.**

Motion to suspend a rule.

Motion to allow the withdrawal of a motion.

Motion to read a paper not under consideration.

Motion to read a paper under consideration.

Motion to divide a motion.

Raising a point of order.

Appeal from the decision of the chair.

**VI.—Relative to Voting and Debate.**

Motion to extend, to limit, or to close debate.

Motion for the previous question.

Motion to provide for the manner of voting.

The above motions have rank among themselves to some extent, and as far as possible their rank in each group is indicated by the order in which they are printed, the lowest appearing first.

The fact that some motions take precedence of others because they are higher in rank does not generally receive the attention which its importance demands.

Some motions if carried dispose of the motion to which they relate permanently or temporarily, and others whether carried or lost leave it still pending.

A careful study of all these motions is necessary to an understanding of the way in which they may be used as instruments for the expeditious, harmonious, and satis-

factory transaction of business in deliberative assemblies.

An ordinary main motion is one by which business is introduced, and is absolutely the lowest in rank. It may be superseded by a privileged main motion or by any subsidiary motion. It does not yield to another main motion of the same rank, that is, to another ordinary main motion.

A privileged main motion is one which does not relate to any other motion, and which at other times may be an ordinary main motion, but which is of such a character that it is entitled to consideration, while the ordinary main motion and all pending motions relating to it are held in abeyance.

A subsidiary motion, as the name implies, relates to some other motion, either directly or indirectly, and is only made when a motion is already before the assembly. Although called subsidiary, it is higher in rank and takes precedence over that to which it relates.

Subsidiary motions may be subdivided into Amendatory, Dilatory, Declinatory, Complemental, Incidental, and Motions Relative to Voting and Debate.

An amendatory motion is one which contemplates a change in the motion to which it applies, generally to change the meaning, and presumably for the sake of improvement, but frequently only to change the phraseology.

A dilatory motion always has as its object some delay in deciding the question to which it applies.

A declinatory motion has for its object the defeat of the motion to which it applies, by preventing a vote being taken on it.

A complemental motion is one intended to complete something or to supply a deficiency, as a date or a number.

An incidental motion is one which arises relative to the order or the conduct of business.

A motion relative to voting or debate is one which has for its object the fixing of the time for taking the vote, or determining the manner in which the vote shall be taken.

**Precedence of Motions.**— It is not a violation of the principle, “One thing at a time,” to allow a motion to be superseded by others which relate to it, or to allow an independent motion of great necessity to interrupt its consideration.

A few of the motions enumerated above are made at every business meeting of every organization, others are seldom used, and others might not be introduced during the existence of an organization.

The eight motions seemingly more frequently used than any others after business has been introduced by an ordinary main motion will be explained first, and later the remaining motions in the list.

These motions are:

First. To amend.

Second. To amend the motion to amend.

Third. To commit or refer.

Fourth. To postpone definitely.

Fifth. For the previous question.

Sixth. To lay on the table.

Seventh. To adjourn.

Eighth. To fix the time or place to which to adjourn.

This short list should be committed to memory.

The last motion stated by the chair is the only one under immediate consideration, and is always the first one voted upon.

A motion is pending from the time it is stated by the chair until it is disposed of,

but it may not be under immediate consideration all of that time.

The fact that other motions may be made must not be understood to mean that there is any reason why the vote should not be taken immediately if the members are ready.

When these motions are spoken of with reference to their rank, the first motion made is considered the lowest in rank, and the motion to fix the time or place to which to adjourn the highest in rank.

This list does not include all the motions which may be made and voted upon before the main motion comes to a vote, but it should be perfectly understood that if any two, or if all the motions in this list are made, they must be made in the order here given.

For instance, a motion to commit having been made, a motion to amend the main motion could not be entertained unless the motion to commit were first voted upon and lost, but while the motion to commit was pending any of the motions numbered from four to eight would be in order.

The first four of these eight motions are debatable, the last four are not debatable.

All except the fifth may be carried by a majority vote. The previous question requires a two-thirds vote.

The first, third, fourth, and eighth can be amended, the others can not be amended.

**To Amend.**—A motion to amend is a proposition on the part of some member to change the motion already made.

If the vote on the motion to amend is in the affirmative, the change is made, and the motion thus changed (amended) is then before the assembly for consideration.

It is a well-established rule that only two motions to amend can be pending at one time, and that the second motion to amend must be a motion to amend the proposed amendment.

**The Motion to Amend Must Be Germane** — that is, must be on the same subject as the motion which the mover proposes to amend. The rule of the House of Representatives of the United States, "No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment," is the rule commonly accepted throughout the United States.

There will of necessity be a difference of

opinion sometimes as to whether a proposed amendment is germane. The presiding officer will entertain the motion or refuse to entertain it according to his own judgment. Such a decision is subject to appeal.

**Phraseology of Motions to Amend.**—The arrangement of words in the motion which it is proposed to amend must always be kept in mind, and the proposed change must be in such language that if the motion to amend is carried, the motion as amended is coherent.

To illustrate, suppose the motion be to petition the Common Council to pass an ordinance prohibiting the sale of cigarettes to minors. A motion to amend by substituting "tobacco in any form" for "cigarettes" would, if carried, leave the amended motion in an intelligible, coherent form. But if a member who wishes to express this idea does not keep in mind the phraseology of the original motion, he may express his thought in such a way that the words can not be incorporated in the original and make good sense. For instance, language similar to the following is often heard in an attempt to make a motion to amend, "I move that the sale to minors of tobacco in

any form be prohibited." These words can not be joined to the main motion, nor can they be substituted for words in the main motion so as to leave it a complete and grammatical sentence. One may say that the meaning is obvious and that the presiding officer might easily change the form. This is perhaps true, but no member has a right to put any such task or responsibility on the presiding officer. It is the duty of the members of any organization to understand parliamentary law and know how to make motions.

It is not necessary to include, in the motion to amend, the motion which the mover proposes to amend, for the reason that the motion to amend could never apply to any motion but the last one stated by the chair.

A motion to amend is in order whenever an amendable motion is under consideration, unless two amendments are already pending or the previous question has been moved and carried.

#### **Motions to Amend May Be:**

To amend by inserting or adding.

To amend by striking out.

To amend by substituting.

The motion to amend by substituting

may be to substitute a word, phrase, or clause for some other word, phrase, or clause in the motion which it is proposed to amend, or by substituting an entire proposition in place of the one already submitted. It is the same as a motion to strike out and insert. When a motion is poorly expressed it is often better to substitute an entire proposition than to change a part of it.

Amendments are frequently proposed by a motion which does not include the words "to amend," as, "I move to add," or "I move to substitute." There is no objection to offering an amendment in this form, as it is readily recognized as a motion to amend. Members should avoid saying, "I move to amend by having," or "by making."

The motion to amend a constitution or by-laws previously adopted is a main motion and may be amended the same as any other main motion. Previous notice of the proposed amendment is generally required, but it would be impracticable and is unnecessary to require notice of secondary amendments, though they must of course be strictly germane.

Such amendments go into effect at once unless otherwise ordered.

When amendments have been adopted which obviously necessitate renumbering articles or sections, the secretary is at liberty to make such changes without a motion.

**To Commit or Refer.**—The motion to commit, number three on the list, may be made after motions to amend have been made, but not after any of the motions which follow in the list have been made and have not been voted upon. The form is “I move to refer to a committee,” or “to —— committee,” inserting in place of the blank the name of some standing committee. An affirmative vote on this motion temporarily disposes of the main motion and such motions to amend as were pending at the time the motion to refer was offered. In other words, the motion to refer can not apply to the motion or motions to amend without including the main motion. Neither can it apply to the main motion and not include pending amendments.

The motion to commit, or, in other words, to refer to a committee, is made presumably by one who is friendly to the proposition, but who for some reason desires

to delay voting upon it. The object may be simply to delay action in order that it may be voted upon under more favorable circumstances, or the object may be to put the proposition into the hands of a committee which will recommend changes (amendments) that will improve the motion. This motion may be amended and debated.

The motion to refer to a standing committee takes precedence of a motion to refer to a special committee.

The motion to commit becomes a main motion when it is the first motion made upon the report of an officer or upon a communication presented to an assembly.

**To Postpone Definitely.**—The motion to postpone further consideration to a definite time (or to a time certain, as it is sometimes expressed) differs from the motion to commit in that it provides for the resumption of consideration without the advice of a committee. Its legitimate purpose is that of providing a more favorable time for the consideration of the motion, and is therefore made by those who are at least friendly to the main motion. The motion to postpone further consideration to a definite time

may be amended as to time, and may be debated. The form in which this motion is made is, "I move to postpone the further consideration of this motion (meaning the main motion then pending) until ——," always naming the time to which postponement is desired, as, "the next regular meeting."

An affirmative vote on this motion temporarily disposes of all motions pending.

Under the head of unfinished business at the meeting to which consideration has been postponed, the chair announces this postponed motion as before the assembly, but only the main motion and the motions to amend are deemed pending. In other words, the motion to commit is not considered unless offered again.

The motions to commit and to postpone to a certain time may each be amended, the rules already given for amending the main motion being equally applicable to these.

**The Previous Question.**—The motion for the previous question is often misunderstood, but when the real meaning is kept in mind is not at all difficult. It means, "I move that debate now cease and voting begin."

"The previous question" is a misnomer. It had formerly a literal meaning which it now lacks. The expression gives a correct idea of the former meaning when it could only be offered when the main motion alone was pending. Formerly the vote was taken on the question, "Shall the main question be now put?" It meant, if carried, that the previous question (the main motion) should be put to vote at once without further debate, and if lost, that it (the main motion) should not be voted upon that day. The form has been retained, but must be regarded as having a technical meaning.

While the previous question is pending, or if carried, no more discussion is allowed either on the motion then under consideration or any other motion then pending to which the previous question applies. If lost, the effect is as if it had not been offered. It is well for the presiding officer of an average assembly to mention the effect of an affirmative vote on this motion before putting it to vote.

The motion may be, "I move the previous question," in which case it applies to all motions then pending. It may be

qualified so as to limit its application to a part of the motions pending, but the motion under consideration must be included in those to which it applies. To illustrate, suppose the first four motions in list above are pending and it is desired to cut off debate on the third and fourth, the motion is then, "I move the previous question on the motion to postpone and the motion to refer."

After an affirmative vote on this motion, the principal question is said to have been ordered, but this does not mean that any motions pending are to be passed over without a vote.

When all motions to which the previous question applied have been voted upon, its effect is said to be exhausted.

**The Previous Question — When in Order.**—The motion for the previous question is always in order when a debatable motion is under immediate consideration and at no other time.

The previous question may be moved before any discussion has taken place, and if carried it then precludes all debate.

While this motion is pending, or after it is carried, no motion of lower rank can be

offered, but motions of higher rank are still in order.

Its effect when moved on a question of privilege or on an appeal, and the way in which it is affected by the motion to reconsider, will be described hereafter.

**To Lay on the Table.**—The motion to lay on the table is not necessarily unfriendly to the motion to which it applies, though it is sometimes so regarded.

It is a quicker way of setting aside the main motion than to refer it to a committee or to postpone further consideration to a definite time, since it can be neither amended nor debated.

The object may be to delay action until a more favorable time for the consideration of the motion, or to secure time for the consideration of business more urgent.

The motion to lay on the table, if carried, takes from consideration every motion pending except when a motion is made to lay on the table an appeal from the decision of the chair, or when applied to a question of privilege, or to a motion to amend the minutes.

An affirmative vote on the motion to lay on the table an appeal from the decision of the chair sustains the chair.

An affirmative vote on the motion to lay a question of privilege on the table takes the question of privilege and all pending motions relating to it, but does not affect the motion under consideration when the question of privilege was raised.

An affirmative vote on a motion to lay on the table a motion to amend the minutes does not affect the minutes.

Of the eight motions enumerated as those most frequently used while a main motion is pending, numbers one to six are subsidiary or secondary motions.

**To Adjourn.**—The motion to adjourn, number seven in the list, and the motion to fix the time or place to which to adjourn, number eight in the list, do not relate to the main motion, but are privileged main motions.

Either of these motions may be offered as an ordinary main motion, that is, either of them may be made when no motion is pending.

When the motion to adjourn is pending, the only motion which can be made is the motion to fix the time or place to which to adjourn, except that there may be a motion to amend this last motion, and there may

be a motion to decide the method of voting. Points of order may be raised, and there may be occasion for raising a question of privilege which must receive attention.

After a *viva-voce* vote is taken on either the motion to adjourn or to fix the time or the place to which to adjourn, a division of the house may be called for.

The statement frequently made, that a motion to adjourn is always in order, is untrue. It is not in order when it has just been defeated, nor when a motion to fix the time or the place to which to adjourn is pending. As it can not be made except by a member who has been recognized by the presiding officer, it can not be offered while a member is speaking nor while a vote is being taken.

The motion to adjourn is never debatable and can not be amended. It must be seconded and is carried by a majority vote. After the vote is taken on this motion, the chair should declare the result of the vote, and if the vote is in the affirmative, he should afterwards declare the meeting adjourned. The assembly should remain seated until adjournment is declared.

Confusion at time of adjournment is not

unusual because some member moves to adjourn without securing the floor, and others equally lacking in observance of the civilities of a deliberative assembly, to say nothing of the rules of parliamentary procedure, call out to the chair that a motion to adjourn has been made. If due formality is observed the disorder which often disgraces the closing moments of a meeting may be avoided.

When a motion to adjourn is carried while motions are pending, such motions are before the assembly at the next subsequent meeting under the head of Unfinished Business, unless the next meeting is a special meeting.

No motion is considered as pending at the subsequent meeting except the main motion and motions to amend.

**To Fix the Time or Place to Which to Adjourn.**—A motion to fix the time or place, or to fix both time and place to which to adjourn, is a motion to provide for reassembling, but it is frequently misunderstood as a motion to adjourn.

The time mentioned in this motion must provide for a meeting at a date or hour earlier than that of the next regular meet-

ing. It may be amended whether made as an ordinary main motion or as a privileged main motion. It may be debated when it is an ordinary main motion, but not when it is a privileged main motion.

The motions in the classified list other than the eight which have been briefly described, though less frequently used, may any of them be made under certain conditions while a main motion is pending.

The motions classified as privileged main motions are by some writers classified as privileged motions. They are privileged for the reason that they are urgent in character and main in the sense that they introduce a new proposition for consideration.

Contingencies may arise which obviously require immediate attention, and therefore motions which can not be anticipated and enumerated may of necessity become privileged in character, as "Necessity knows no law." This fact does not justify the introduction of a motion not strictly urgent.

The motions to amend, to commit, to postpone, for the previous question, and to lay on the table, when they are applicable to any privileged main motion, may be

offered and voted upon without in any way affecting the ordinary main motion.

**Order of the Day.**—A motion or call for the order of the day may be made upon the arrival of the hour for which an order has been made. General orders are those which are made by standing rules. Special orders may be provided for by standing rule or may be made by resolution as occasion requires. Many literary clubs have a by-law or standing rule like the following: "The time devoted to business preceding the literary exercises shall not exceed thirty minutes." With such a rule in force, the president, at the expiration of thirty minutes, may interrupt any business then in progress and proceed with the literary exercises. If the president omit to do so, any member may call for the order of the day. The presiding officer should then proceed with the literary exercises unless the assembly by motion and vote decide otherwise.

Sometimes in the proceedings of an assembly something occurs which interferes, or seems to interfere, with the rights or privileges of the assembly as a whole, or of one or more members.

**Questions of Privilege** may then be raised by any member. The form is the same as for raising a question of order. Members sometimes rise to a question of privilege when the question is really a question of order, and sometimes when it is neither a question of order nor of privilege, and is therefore not entitled to consideration at that time. The presiding officer must decide whether the question raised is or is not a question of privilege. An appeal may be taken from this decision. Questions of order are those which arise from some real or supposed irregularity from a parliamentary point of view, such as allowing debate on a motion not debatable or omitting to state a motion which has been duly made and seconded.

Questions of privilege are in general those which arise from the whispering or other disorderly conduct of members or from unsatisfactory conditions of the room in which the meeting is held.

A parliamentary inquiry is a question of privilege, as is also a question of information. The right of a person present to sit as a member of the assembly may be raised as a question of privilege.

The presiding officer may be able to settle a question of privilege which is raised, but a motion is frequently necessary, and such a motion must be disposed of before the regular business can be resumed.

A question of privilege affecting the assembly is higher in rank than one affecting an individual member.

**To Take a Recess.**—The motion for a recess should specify the duration of the recess or specify the time for reassembling. It is in order whenever a motion to adjourn is in order, but may be superseded by a motion to adjourn, or by a motion to fix the time or place to which to adjourn.

**To Rise.**—This motion is made to terminate the session of a committee.

**To Recommit.**—The motion to recommit is in order whenever a motion to commit is in order, and is subject to the same rules.

If the motion to recommit is carried, the motion which has been once referred is put into the possession of the same committee. Instead of a motion to recommit, it is possible to move to refer to another committee.

**To Make a Special Order.**—The motion to make a special order ranks with the mo-

tion to postpone definitely. The form is, "I move that the consideration (or further consideration, as the case may be) of this motion (report, resolution, or communication) be made a special order for \_\_\_\_\_," in each case mentioning a definite time, which may be during the same meeting, or at a subsequent meeting, as, "four o'clock to-day," or "immediately after the reading of the minutes at the next meeting."

**Objection to Consideration of the Question**, and the motion to postpone indefinitely, the two motions classified as declinatory, have a common purpose, the defeat of the main motion without taking a vote directly upon it. Both are low in rank, taking precedence of the main motion only.

The question of consideration must be raised, if at all, before any amendment has been offered and before any discussion has taken place. The form is: "I object to the consideration of the question," or "I raise the question of consideration." The vote must then be taken on the question: "Shall the motion be considered?" no other subsidiary motion being in order while the question of consideration is pending. If the vote is in the affirmative, the main

motion is before the assembly the same as though the question of consideration had not been raised. If in the negative, the main motion is not considered.

**To Postpone Indefinitely** differs from objection to consideration in three ways. It may be offered after discussion has taken place, the full merits of the main motion may be discussed while it is pending, and it may be superseded by subsidiary motions higher in rank than the motion to amend. The motion to postpone indefinitely and the motion to amend are equal in rank.

In voluntary assemblies a motion which has been indefinitely postponed may be renewed at a subsequent meeting, unless a rule prohibiting such renewal has been adopted. No motion can be renewed at the same meeting at which it has once been acted upon except by a motion to reconsider.

**Filling Blanks.**—A motion or suggestion for filling blanks ranks with the motion to amend. Sometimes a resolution is offered with a blank which is to be filled by a date, a name, or a number. Each member of the assembly is at liberty to make one sugges-

tion for the filling of such blank. If a motion is made which contains a date, a name, or a number, a motion may be made to strike out the date, name, or number, thus creating a blank, or by common consent the assembly may consider that a blank exists which may be filled by the word which has been struck out or by one of the many which may be suggested later. If the blank is created by common consent the chair should state that the assembly will proceed as in filling blanks. These suggestions are unlike amendments, as there is no limit to the number of suggestions which may be offered, no second is required, and the method of voting does not follow the general rule that the last motion stated by the chair is the first one to be voted upon.

**Incidental Motions.**—The seven motions classified as incidental take precedence of all motions except those classified as privileged main motions.

**To Suspend a Rule.**—The motion to suspend a rule is never in order unless prior provision has been made for such suspension. The motion should be made with reference to a particular rule, and not in a general way. No organization has power

to suspend a provision of its constitution, or articles of association, or to suspend any rule imposed by a higher authority or by a common-law principle, even though such rule is embodied in the by-laws.

**The Withdrawal of a Motion.**—The motion to allow the withdrawal of a motion may be made by any member. A motion which has been stated by the chair is in the possession of the assembly, and if the mover wishes to withdraw it from further consideration, he addresses the chair and says, “I ask leave to withdraw my motion.” The presiding officer says, “If there is no objection the member is allowed to withdraw the motion.” If any objection is made, the question of allowing withdrawal must be put to vote.

A motion can not be withdrawn after the vote upon it has been ordered.

A member has the right to withdraw his motion before it is in possession of the assembly, that is, before it has been stated by the chair.

If a principal motion is withdrawn all pending motions relating to it are thereby withdrawn.

A member may withdraw the name of one

whom he has nominated, and one who has been nominated may withdraw his own name.

**Reading of Papers.**—A motion, or as it is generally spoken of, a call, for the reading of papers, may be treated similarly to the motion to allow the withdrawal of a motion. If a member desires to read or have read any document written or printed which in his opinion would give information on the pending motion, it may be read if there is no objection. If objection is made, the question of reading the paper must be put to a vote. This does not apply to the reading of a communication, report, or resolution under consideration.

It is generally conceded that a paper under consideration (whether it be a communication, report, or resolution) may be read as many times as necessary to insure an intelligent understanding of its contents.

Time consumed in reading papers does not take from time allowed for speaking.

**Division of the Question.**—A motion or call for a division of the question is often granted by unanimous consent, but if such consent is not given, a motion that the question be divided may be offered. It can

only be applied to motions capable of being divided into two or more parts, each of which might be reasonably adopted independently. The motion to divide must state what division is intended, otherwise it is divided into as many parts as there are distinct propositions. If a motion is divided the different parts are considered and disposed of in turn.

A division of the question may be called for after the previous question has been ordered.

A motion to strike out and insert can not be divided.

**Points of Order.**— It is impossible for an assembly to transact business in a satisfactory manner unless order be preserved. The first duty of a presiding officer is to establish and maintain order. His duty in this regard is not only with reference to the order of parliamentary procedure, but to the behavior of the members as well. He is at liberty to suspend business if necessary to secure order; he may interrupt a member who is speaking if in his opinion such member is out of order; or if he wishes the member to cease speaking until other members are brought to order.

If the president does not conduct the

business of the assembly according to accepted rules, it is the privilege of any member to raise

**A Question of Order.**— The question of order may relate to something done by the presiding officer, as when he entertains a motion not in order at that time, or gives the floor to a member not rightfully entitled to it. A question of order must be raised when the unparliamentary or disorderly proceeding takes place, or it can never be raised. Redress may, perhaps, afterwards be secured in some way, but not by raising a question of order.

Any member who wishes to call attention to any disorder for the sake of having it corrected, does so by rising, addressing the chair, and saying, without waiting for recognition: "I rise to a point of order." Any member who has the floor when a point of order is raised, if he understands the etiquette of parliamentary procedure, will sit instantly. The chair should then say: "The member will please state his point of order." The member must then make a clear but brief statement of what in his opinion is unparliamentary. He should be very sure to make "a point." It is the

province of the presiding officer to make a decision with regard to the question of order thus raised. If he agrees with the member, he replies, "The point is well taken." If he does not agree, he replies, "The point is not well taken." He may state the reason for his decision. Before deciding he may ask information of any member or he may submit the question of order at once to the assembly for decision. If the presiding officer decides the question without submitting it to the vote of the assembly, any member may make

**An Appeal.**—An appeal is made from the decision of the chair to the higher authority, the assembly itself. If the appeal is seconded, it must then be disposed of by the assembly. The presiding officer may rise and state his reason for the decision given even when the appeal is undebatable, and he need not relinquish his place to make such a statement.

When the appeal is debatable the chair speaks first.

In taking the vote the presiding officer says, in effect: "The decision of the chair is appealed from. Shall the decision of the chair be sustained?"

When the question of order is finally disposed of, either by the chair or the assembly, business is resumed exactly where it was interrupted. If the question of order which was raised is decided to have been well taken, the change necessitated by such a decision is made at once. If a member was speaking when the question of order was raised, he has the right to resume as soon as the question is settled, unless the point of order was that he had already used the amount of time allowed a member, and the point has been decided "well taken." If the point of order was that the member was not speaking to the question, or was using objectionable language, he would still be entitled to resume debate, but not to continue that which had been decided out of order.

After an appeal is decided, the chair should state the motion then under consideration in order to prevent any misunderstanding.

An appeal can not be taken from the decision of the chair on a point of order raised while a vote is being taken, or while an appeal or a motion to adjourn is pending.

**To Extend, to Limit, or to Close De-**

**bate.**— Unless an organization has adopted rules governing debate, any member may speak on any debatable motion as many times as he can secure the floor and as long as he chooses each time. When any debatable motion is under consideration, a motion limiting the number of times a member may speak, the length of time he may speak, the aggregate time to be used in debate by the entire assembly, or fixing the time at which debate shall close, is in order.

When rules governing debate have been adopted, these motions are subject to such restrictions as pertain to a motion to suspend a rule.

They are only in order when a debatable motion is under consideration.

**To Provide for the Manner of Voting.**— A motion to provide for the manner of voting may be made at any time prior to the taking of a vote.

These motions have precedence as follows, the motion for a viva-voce vote being the lowest in rank and yielding to the others:

First. Viva voce.

Second. Division of the house.

Third. Yeas and nays.

Fourth. Balloting.

**Miscellaneous Motions.**— In general the main motions which come before an assembly for consideration are peculiar to that particular organization, but there are a few motions which may be appropriately used in any assembly, and, therefore, deserve mention here.

**To Receive.**— A report or a communication from any officer or member of an assembly is usually received as a matter of course when offered without a motion to that effect. Should there be any objection a vote must be taken to decide whether it shall be received or not.

Communications from persons not members of a society may or may not be received, as the members decide.

The member having such a communication in charge may briefly state its character, and the assembly may decide whether or not it shall be read. As a matter of courtesy as well as expediency, the president should, if possible, be made acquainted with the fact that such a communication is to be presented before the time for calling the meeting to order.

**To Accept the Report** of an officer or committee is a motion made immediately after

the reading of it, and if carried signifies that the report is satisfactory. This motion is appropriately applied to a report of a committee which has carried out instructions from the assembly, or when the purpose is to accept the report, and then to take action on the recommendations.

**To Adopt the Report.**— If a report contain recommendations, the motion to adopt the report is frequently made, and if carried is equivalent to adopting the recommendations. Complications are sometimes avoided, especially when amendments are likely to be offered to the recommendations, by first accepting the report and then making motions on the recommendations.

**To Place on File.**— To place on file is applied to a written communication or report which, having been read, in the opinion of the assembly need not receive further consideration at the time.

If the report of an officer or a committee is accepted, it must necessarily be either placed on file or entered in the minutes, even without a motion to that effect, as otherwise there would be no copy of the reports on which action had been taken.

**To Enter in the Minutes.**— The motion

that a report or a communication be entered in the minutes is made to insure the insertion of the entire manuscript in the records of the society.

**To Spread Upon the Records** is the same motion as To Enter in the Minutes. It is the motion generally used when applied to formal resolutions of condolence.

**To Approve the Minutes** is the motion by which the minutes become the legal record of the proceedings of an assembly. The minutes of every meeting should be read unless each member is supplied with a copy. The question is on their approval whether a formal motion is made or not. They may be amended before being approved, and the vote may be reconsidered.

If at a subsequent meeting an error seems to be discovered in minutes which have been approved, it is wiser to adopt a resolution expressing the sentiment of the assembly than to alter the minutes when the proceedings are no longer fresh in the minds of the members.

**To Expunge** from the records is a motion sometimes made, but one not to be commended. If expunging from a permanent record is agreed upon, a piece of paper may

be pasted over the part to be expunged, or it may be crossed out with ink. A memorandum should then be added showing the date when the vote to expunge was taken.

A society can not legally expunge a correct record of proceedings.

**Nominations** may be made by any member and are allowable even though nominations have been made by a committee, unless a by-law, standing rule, or resolution restricts nominations to the committee.

**To Close Nominations.**— The motion to close nominations, if carried, cuts off further nominations, but as great freedom should be allowed in the election of officers, an assembly should avoid adopting this motion as long as nominations are being made in good faith.

**Informal Consideration.**— The motion to proceed to informal consideration of a proposition may sometimes be used to advantage when the proposition under consideration is not in good shape and needs careful revision before definite action is taken. This motion ranks with the motion to commit, and if carried, the assembly is practically in committee of the whole, the only difference being that the presiding officer

does not leave the chair. The order of procedure during informal consideration is the same as in committee of the whole. The secretary does not record the motions made, but only keeps such memoranda as are necessary for subsequent formal consideration by the assembly.

**To Take from the Table.**—To take from the table is the motion which is necessary to bring before an assembly for consideration that which was removed from consideration by the motion to lay on the table. It is in order except when it has just been defeated, while the assembly is still under that head in the order of business under which the motion to lay on the table was made, or under the head of Miscellaneous Business, providing that no other motion is pending. The motion may be made by any member, whether he voted for or against laying the motion on the table, or even if he were not present when the motion to lay on the table was voted upon.

A motion may be taken from the table at the same meeting at which it was laid on the table or at any subsequent meeting.

An affirmative vote on the motion to take

from the table brings the main motion and pending amendments before the assembly the same as if the motion to lay on the table had never been made. Other motions, such as the motion to commit or for the previous question, which may have been pending when the motion to lay on the table was carried, receive no further attention.

It is a general rule that a motion once adopted or defeated may be brought once again before the assembly by a motion

**To Reconsider a Vote.**— This motion is applicable only to a vote on a main motion, or to the last vote taken if on a motion other than a main motion.

Any desired vote of a series can be reached by an affirmative vote on a motion to reconsider each subsequent vote taken.

A motion to reconsider can only be made by a member who voted with the prevailing side, except in case the vote is taken by secret ballot, when any member may move to reconsider.

The motion to reconsider a vote, if carried, annuls the vote already taken, and brings the motion before the assembly again for consideration.

This motion can only be made at the ses-

sion at which the vote was taken unless a special rule extends the time.

When there is no special rule extending the time, the motion may be made on the day the vote is taken and entered in the minutes. If that is done the motion to reconsider may be voted upon at the first subsequent meeting.

**To Reconsider and Have Entered in the Minutes.**—A motion to reconsider a vote, and the request that the motion be entered in the minutes, may be made when another motion is under consideration. The vote to which reconsideration applies is thereby annulled until the motion to reconsider is acted upon, or the time within which reconsideration is possible has passed.

Societies having meetings on consecutive days generally limit reconsideration to the day following that on which the vote was taken. A rule very generally adopted is that a motion to reconsider a vote shall only be allowed at the same or the first subsequent meeting.

If the motion to lay on the table or the motion to adjourn is made and carried while the motion to reconsider is pending, or if notice of intention to move to recon-

sider has been given, the vote which it is proposed to reconsider is temporarily annulled, and if the limit of time elapses before the vote on the motion to reconsider is taken, the effect is as if it had not been suggested. A treasurer will be careful not to pay money, the president and secretary will refuse to sign a contract until the expiration of the limit of time during which a reconsideration of the vote ordering such action is possible.

No vote can be reconsidered more than once, but if upon reconsideration its form is changed by an amendment, the amended motion may be reconsidered.

A vote is sometimes reconsidered immediately for the express purpose of preventing subsequent reconsideration which might result in a contrary decision, though such action might be considered reprehensible as subversive of the true object of the motion to reconsider. No business need intervene between a vote and a motion to reconsider the vote.

The motion must clearly state what motion is intended, as, "I move to reconsider the vote by which it was decided that seven dollars per month be allowed the corre-

sponding secretary for clerk hire." If notice is given the secretary of intention to move to reconsider, it should be equally explicit, as "I hereby give notice of intention to move to reconsider the vote by which it was decided that seven dollars per month be allowed the corresponding secretary for clerk hire."

The motion to reconsider a vote on any debatable motion is debatable, and the merits of the motion which it is proposed to reconsider may be discussed while the motion to reconsider is pending.

The motion to reconsider the vote on an ordinary main motion is debatable, even though debate had been closed upon the main motion by the ordering of the previous question.

The motion to reconsider a vote on any motion other than an ordinary main motion may be made after the previous question has been ordered, but under such circumstances the motion to reconsider is not debatable.

**To Rescind.**—A motion may sometimes be made to rescind or repeal some previous action after the limit of time within which reconsideration might have taken place has

elapsed. A motion to rescind could of course not be made unless it were possible to reverse the former action. For instance, if, as a result of the action of the assembly, a contract had been entered into, to rescind the action of the assembly would not annul the contract.

**To Ratify.**—Sometimes a president, sometimes a board, and occasionally an individual member, does something in the name of the society for which no authorization had been given. A motion to ratify the action, if carried, is the approval of the assembly of such action.

**To Go Into Executive Session** is a motion which is made when the members wish all except members to withdraw. When this motion is carried, visitors who understand the significance of the motion will withdraw immediately without any further intimation of the wishes of the assembly. The secretary continues to keep the record of all proceedings during the time the assembly remains in executive session.

**To Fix the Time of Adjournment.**—A motion to adjourn at a specified time is a legitimate motion though an unusual one. When the specified time arrives the presid-

ing officer may declare the meeting adjourned.

**To Adjourn to a Specified Time** is a motion which accomplishes by one vote the purpose accomplished by the two motions, to adjourn and to fix the time to which to adjourn. When made in this form it is an ordinary main motion and not privileged.

The motions to adhere, to concur, to non-concur, to insist, and to recede are only used in legislative bodies consisting of two branches.

**Form of Motion.**—The question always is, “Are you in favor of the motion, or are you opposed to it?” When a member says, “What is the question before the house?” he means, “What is the motion now under consideration?” In reply to such an inquiry the chair should say, “The question is upon the motion” (repeating the motion).

Whenever in parliamentary usage a motion is reduced to writing it is presented in the form of a resolution. For instance, a member says, “I move that the architect be instructed to provide for mill construction in the plans and specifications for the

new building," but when asked to present the motion in writing it appears as follows:

Offered by \_\_\_\_\_ :

*Resolved*, That the architect be instructed to provide for mill construction in the plans and specifications for the new building.

Any main proposition is thus spoken of as a resolution. When a proposition is presented in the form of a resolution, the motion is "to adopt the resolution." A preamble in one or more paragraphs often precedes the resolution, as:

*Whereas*, We, the undersigned, deprecate the maintenance and enlargement of the standing armies of the world as a menace to civilization, to culture, and to religious ideals, therefore,

*Resolved*, That we hope that nations will bind themselves to submit all grievances to arbitration and that war as a means of settling international disputes will be abolished.

**Motions Should Be Affirmative, Not Negative.**—A motion should be in such language that the affirmative vote will be in favor of doing something rather than in favor of not doing something. For in-

stance, a motion that a contract be entered into is preferable to the motion that the contract be not entered into.

A motion that the contract be not entered into necessitates an affirmative vote (aye) from those who are opposed to the contract, which tends to misunderstanding and confusion.

A motion of the character that delegates go uninstructed or that the invitation be declined, although negative in intent, is not open to the same objection.

The motion to amend by inserting the word "not" should never be entertained when a negative vote on the original motion would have the same effect as the affirmative vote on the motion with "not" inserted, for the reason that the proper course is to take the affirmative side first.

**Formalities in Making Motions.**—Certain formalities must be observed in making motions.

The first step necessary is to secure the floor.

To secure the floor a member rises in his place, addresses the presiding officer by his official title, and waits for recognition.

thus mutely requesting the privilege of speaking.

Recognition is the granting of this request by the presiding officer, and is usually accomplished by speaking the member's name.

If the member is a stranger to the presiding officer, or if the name is not instantly recalled, the member should speak his own name.

When the presiding officer speaks the name of the member, he not only gives him the floor but makes his name known to the assembly, and also gives the secretary necessary information for the minutes.

**If Two or More Persons Wish the Floor at the Same Time,** it is the duty of the presiding officer to recognize the person who first rose and addressed the chair. If two or more rise and address the chair simultaneously, the chair must decide between them, recognizing one who seldom asks the privilege of the floor in preference to one who frequently secures it.

The decision of the chair, if deemed inconsistent with rules, may be made a question of order.

When a member has made a motion he

takes his seat, and before the motion can be considered another member must secure the floor and second the motion.

The form for making nearly every motion is, "I move that," etc., or, "I move to," etc. The forms peculiar to certain motions will be noted in due time. The form for seconding is, "I second the motion."

After a motion is made and seconded, it must be stated by the chair. It is then in the possession of the assembly and may be discussed, after which the question must be put to a vote, unless otherwise disposed of. The affirmative and negative votes must both be taken, and it is the duty of the presiding officer to announce the result.

**The Steps of a Motion.**—The different steps may be stated briefly as follows:

Motions are made by a member who has the floor.

Motions are seconded by a member who has the floor.

Motions are stated by the presiding officer.

Motions are discussed by members who have the floor.

Motions are put to vote by the presiding officer.

The affirmative vote is taken, and also the negative vote.

The result of the vote on every motion is declared by the presiding officer.

Absolute familiarity with the forms of offering, seconding, stating, and putting motions to vote is essential, yet not one in a hundred can go through the simple form outlined above without making some mistake. One very common error is to offer a motion without first obtaining the floor. Another is to address the presiding officer by his name instead of by his title. A very common error on the part of the presiding officer is to habitually omit to take the negative vote or to declare the result.

Many who take pride in years of experience as presiding officers have been confirming their own incorrect habits and setting a bad example to others.

Care must be taken not to confuse the terms, *stating* and *putting*. They are not interchangeable and discrimination is necessary in their use.

The motion is *stated* by the presiding officer when he repeats it after it is offered and seconded. The form for stating is: "It is moved and seconded," etc.

The motion is *put* when a vote is to be taken. The form used by the United States House of Representatives in putting a motion to vote is simple and direct, and the one in common use. The fifth paragraph of Rule 1 of the House, says, "He (the speaker) shall rise to put a question . . . and shall put questions in this form, to wit: 'As many as are in favor (as the question may be) say "aye";' and after the affirmative voice is expressed, 'As many as are opposed, say "no."'"

The presiding officer should always state the motion in such a manner that all the members of the assembly can hear it. It is not sufficient for him to say, "You have heard the motion."

It is not always necessary for the presiding officer to repeat the motion when putting it to vote. He may use his own judgment about doing so, but must repeat it or have it read by the secretary if any member wishes to hear it again.

**Motions Must Be Written.**—The presiding officer is always at liberty to ask that a motion be reduced to writing, and should do so whenever he is unable to express readily the meaning of the mover, unless

the secretary has written it down. The assembly does not need to suspend business while a member is writing his motion, and if while he is thus engaged the order of business is completed and a new order of business was entered upon, under which his motion can not be entertained, he may have lost the opportunity of presenting the motion.

Members would greatly facilitate the transaction of business if they would as far as possible have all motions introducing new business in writing before obtaining the floor.

**Exceptions to General Rules.**—The general rules of parliamentary procedure provide that no motion can be made without a quorum, that any motion duly offered by a member must be considered, that a member must have the floor to make or to second a motion, that every motion before being considered must be seconded, that every motion may be amended, debated, and reconsidered, and that every motion may be decided by majority vote; but the old saying that there is an exception to every rule is abundantly true of these rules.

These exceptions have been adopted for

good and generally obvious reasons. Parliamentarians differ slightly in regard to those here given, but they are believed to be in accordance with the principles on which parliamentary law is based and also with the best practice.

**No Quorum Necessary.**—The motions which may be made when there is no quorum present are:

To adjourn.

To fix the time or place to which to adjourn.

To take a recess.

The exceptions to the rule that any motion duly offered by a member must be considered, include motions not within the purpose of the organization, and motions which the assembly refuses to consider by raising the

**Question of Consideration.**—This question can only be raised on main motions, and is not applicable to the following:

To adjourn, to rise, or to take a recess.

To approve minutes.

To fix the time or place of the next meeting.

To fix the time of adjournment.

Nominations.

To reconsider.

To provide for the manner of voting.

**The Following Motions May Be Made While Another Has the Floor:**

A point of order.

Appealing from the decision of the chair.

For the order of the day.

Objecting to consideration.

Raising a question of privilege.

Reconsider and have entered in the minutes.

Courtesy requires that a member who has the floor should not be interrupted unless there is real necessity for so doing.

**The Following Are Motions Which Need no Second:**

Allowing the withdrawal of a motion.

A point of order.

Call for the reading of papers under consideration.

For the division of a question.

For filling blanks.

For the order of the day.

Nominations.

Objecting to consideration.

Raising a question of privilege.

**Motions Not Amendable Are:**

Allowing the withdrawal of a motion.

An appeal.

A point of order.

For filling blanks.

For leave to speak after disorderly speaking.

For leave to speak out of order.

For the order of the day.

For the reading of papers.

For the previous question.

Nominations.

Objecting to consideration.

Raising a question of privilege.

To accept a report.

To adjourn or to rise.

To amend a motion to amend.

To close nominations.

To consider a question out of its proper order.

To enter in the minutes.

To go into executive session.

To lay on the table.

To place on file.

To postpone indefinitely.

To receive.

To reconsider a vote.

To suspend a rule.

To take from the table.

**Motions Not Debatable Are:**

Allowing the withdrawal of a motion.

A point of order.

An appeal if made while an undebatable motion is pending, or after an affirmative vote on the motion for the previous question, or if made with reference to a question of decorum, to transgression of the rules of speaking, or to priority of business.

For leave to speak after disorderly speaking.

For leave to speak out of order.

For the division of the question.

For the order of the day.

For the previous question.

For the reading of papers.

Objecting to consideration.

Raising a question of privilege.

To adjourn, to rise, or to take a recess.

To close nominations.

To consider a question out of its proper order.

To extend, to limit, or to close debate.

To fix the time or place to which to adjourn if made while any other motion is pending.

To go into executive session.

To lay on the table.

To receive a report.

To reconsider the vote on an undebatable motion.

To suspend a rule.

To take from the table.

**Can not Be Reconsidered.**— The vote on the following motions can not be reconsidered:

An appeal.

Any motion which has already gone into effect.

For the order of the day.

Nominations.

Objecting to consideration.

To adjourn to a specified time.

To adjourn or to rise.

To divide a question.

To lay on the table if affirmative.

To reconsider.

To take a recess.

To take from the table if affirmative.

**Require a Two-thirds Vote.**— The following motions require a two-thirds vote:

For the previous question.

Objecting to consideration.

To amend or suspend a rule.

To consider a question out of its proper order.

To extend, to limit, or to close debate.

To make a special order.

The vote on the question of consideration must be a two-thirds vote in the negative to prevent consideration.

A motion requiring a two-thirds vote can be amended, if at all, by a majority vote.

## VI

### DEBATE

"Men are never so likely to settle a question rightly as when they discuss it freely." — MACAULAY.

"Strive mightily,  
But eat and drink as friends."  
— SHAKESPEARE.

**Object of Debate.**— The debate or discussion of a question should be such an interchange of views as will enable the members of an assembly to arrive at an intelligent understanding of the proposition under consideration before disposing of it.

When one's mind is fully made up, though still open to conviction, one naturally makes use of the privilege of debate for the purpose of persuading others. To what extent the members of an assembly are thus influenced depends not alone on the logic of the arguments offered, but on the ability of the speaker to carry conviction.

It is the prerogative of every member to "strive mightily" within the prescribed

rules of debate in order to carry his point, and if the strife is carried on in the right spirit there is little danger that the disputants will afterward refuse to "eat and drink as friends."

The masterfulness of well-chosen words, the power of a well-disciplined mind, the charm of a cultivated voice, and the graces of oratory are brought into requisition in debate. The speaker's own personality is often the most potent factor in carrying conviction to the minds of his hearers, whether he be an orator on the rostrum, a lawyer before a jury, or a modest club woman who is frightened at the sound of her own voice.

**Essentials of Good Debate.**—The main thing is to have an idea to express, but the manner of expressing it is scarcely less important. Proficiency in the art of expression may be acquired by physical culture, which brings all the muscles of the body under control, and by elocution studied in an intellectual way.

The member of any assembly who would be powerful in debate must be conversant with his theme, firm in his own convictions, must have a good command of language,

must be fearless of the opposition, and at the same time absolutely courteous. He may, perhaps, indulge in sarcasm, in quiet innuendo, or quick retort, if he has the skill to do so, without coming too near the line of danger, that of personality. Parliamentary etiquette decrees that there shall be absolutely no personalities in debate. So rigid is this rule that it is considered bad form to speak the name of a member if he can easily be designated in another way. The members of an assembly in session are to be regarded as of equal rank, and no one has a right to indulge in aspersion, or impugn the motives of another member.

Difficult as it is for one unaccustomed to hear one's own voice to "speak in meeting," the inexperienced debater often finds it more difficult to stop. David's young men "spake and ceased." The lawyer must know when to rest his case, and the member of an assembly who would make his words effective must learn the art of stopping at the time when the best impression is made.

Excellent practice for acquiring ability to speak may be had by taking part in formal debates, which may easily be ar-

ranged when several persons are sufficiently in earnest to devote a little time to such practice.

A resolution may be agreed upon for debate, and an equal number assigned to the affirmative and the negative sides of the question. The participants should then carefully prepare the arguments, and by frequent repetition in private, acquire command of the language in which to present them.

It will add to the interest and zest of the occasion if judges are asked to render a decision on the merits of the debate.

**Debate, When in Order.**—The debate or discussion of a motion follows the stating of the motion and precedes voting. A motion that has been stated but not voted upon is said to be in possession of the assembly. Discussion is never in order unless there is a motion in possession of the assembly, but in societies where but little attention is paid to parliamentary law it is often indulged in.

Opportunity for discussion is given when the presiding officer says, "Are there any remarks?" but if he omits to use this or any similar expression, members are not on that account deprived of the privilege of debate.

Members should know when debate is in order and should rise and address the chair if they wish to discuss a motion.

A member must secure the floor before he can take part in the discussion. If two or more members rise and address the presiding officer simultaneously, he must recognize one, and all others must immediately abide by that decision and take their seats, unless one raises the point of order that a member other than the one recognized by the chair was entitled to recognition. In deciding which one to recognize, the chair must give the preference first to the member whose motion is under consideration, unless he has already spoken, second to any member who has not spoken in preference to one who has, and third he should give the preference, as far as he is able, to a member whose views are unlike those of the preceding speakers.

In conventions composed of delegates, those representing different constituencies should be recognized, as delegates from different local organizations at a state convention, or different states at a national convention.

A member who remains standing while

another is speaking, or who rises before the floor is relinquished, or who approaches the table of the presiding officer in order to secure attention, is not only not entitled to preference, but is out of order.

All remarks should be addressed to the presiding officer; members must not talk to each other nor ask questions of the presiding officer with the expectation that he will engage in conversation or enter into debate.

During the discussion of a motion, and while one or two amendments are pending, one may with propriety mention an amendment which he will offer later.

There are no general parliamentary rules limiting the number of times a member may speak, or the length of a speech, but those who speak several times to the same motion are not generally those who exercise the greatest influence. This may not be true in cases where only one or a few are informed upon the motion under consideration. In societies where restriction is necessary a special rule should be adopted.

It is customary to allow the member who has offered a motion or presented the report of a committee to close the debate — that is, to be the last speaker, or to make the

concluding argument. This gives him an opportunity to sum up and answer all objections which may have been brought forward.

**Objectionable Words.**—If a member is called to order for objectionable words used in debate, the words objected to should be taken down at once, presumably by the secretary. The words should then be read, that the assembly may know the transcript is correct. If deemed objectionable by the assembly the member should explain, retract, or apologize. If he fails to do this, the assembly may pass a vote of censure, or take such action as it sees fit.

**All Motions Not Debatable.**—As this is a country where the greatest freedom of speech is allowed, it might be assumed that every motion introduced in an assembly could be debated. This is a good general rule, especially with reference to main motions. The reason that parliamentary rules make certain motions undebatable is that the actual business of the assembly is not advanced by their discussion. If this fact is borne in mind it will not be necessary to memorize the long list of undebatable motions.

Another help in remembering what motions are not debatable may be found in noting the comparatively short list of those motions on which full debate is allowed and those on which only limited debate is allowed.

The statement that motions other than main motions admit of full debate means that while they are under consideration, the full merits of the main motion to which they relate may also be discussed.

**Full Debate.**—The following motions admit of full debate:

All main motions with few exceptions.

To commit or refer.

To postpone indefinitely.

To reconsider a debatable motion.

**Limited Debate** means that discussion must be strictly confined to the question under immediate consideration.

The motions upon which only limited debate is allowed are:

An appeal from the decision of the chair

A point of order.

A question of privilege.

To amend.

To make a special order.

To postpone definitely.

## VII

### VOTING

"The freeman, casting with unpurchased hand  
The vote that shakes the turrets of the land."

— HOLMES

**Voting** in an assembly is the expression of opinion on the part of the members either in favor of or opposed to a motion submitted, or for the selection of one or more persons for some position.

It is generally the duty of every one entitled to vote to exercise that right, but it must be considered a matter of honor, as it is impossible to compel a person to vote who declines to do so.

A member who has not voted on a particular motion can not disclaim responsibility by saying that he did not vote, as he has tacitly aided the prevailing side.

The vote must always be taken in such a way as to leave no doubt as to the intent of the voters.

**Methods of Voting.** — The different methods of voting in common use are:

1. By silent assent.
2. By voices (*viva voce*).
3. By division (show of hands or standing).
4. By roll call (yeas and nays).
5. By balloting.

The importance of voting renders it necessary to describe these different methods with some degree of minuteness.

**Voting by Silent Assent.** — Members vote by silent assent whenever the chair assumes to declare the wishes of the assembly without the formality of taking the vote, as when the chair says, "It is so ordered." This method is generally used in approving the minutes. After the minutes are read the presiding officer says, "Are there any corrections?" After waiting a moment, he adds, "If not, they stand approved as read. They are approved." The statement, "they are approved," is the declaration of the result of the vote which has been taken by silent assent.

The same method is often employed when a motion is made which is so much a matter of course that the presiding officer

seeks to save time by at once declaring the result. For illustration, a communication is read to a society and a motion is made that it be referred to a certain committee. If it is the custom of the society to refer communications of this character to this particular committee, the president may say, "If there is no objection, it is so ordered." If any one objects, this statement counts for nothing, is not recorded, the motion takes the usual course, and a formal vote is taken.

**Voting by Voices** (*viva voce*) is the quickest and simplest way of taking a formal vote, and for that reason should be used when it will meet all requirements, in preference to any other.

When the assembly is ready to vote, the presiding officer says in substance, "Those in favor of the motion will please say 'aye,'" and immediately after the response is given he says, "Those opposed will please say 'no.'" This is generally abbreviated to "Those opposed, 'no.' "

The chair should avoid instructing members to vote "by the usual sign," unless some sign has been adopted for that particular organization.

Having already stated the motion, he need not now repeat it unless requested to do so. It seems more complimentary to the intelligence of an assembly not to repeat the motion when putting the question to vote, but rather to assume that the members have been giving strict attention to the business before them, and that they have the mental capacity to retain the motion from the time it is stated until it is voted upon.

If the preponderance of votes seems to be in the affirmative, the chairman then declares the result of the vote by saying, "The motion is carried," or "The motion prevails"; or if in the negative by saying, "The motion is lost," or by an equivalent expression.

**When Vote Is in Doubt.**—If he is in doubt which side had more votes, he should say, "The chair is in doubt," and then take the vote again. The viva-voce vote may be repeated at this point, or the vote may be taken in some other way.

If any member thinks the decision of the chair incorrect, he should immediately rise, address the chair, and say, "I call for a division of the house." This is a request

that the vote be taken again, and should always be heeded.

**Voting by Division of the Assembly** consumes a little more time than the *viva-voce* vote, but it has the advantage of accuracy, which the latter method sometimes lacks. The form of putting the question to vote is the same, except that the chair says, "raise the right hand," or "stand," instead of "say aye," or "say no." Either the secretary or tellers appointed for the purpose should count the votes and report to the chair. If the assembly is large, tellers are necessary.

**Voting by Roll Call.**—When the vote is taken by roll call the chair says, "Those in favor of the motion will say 'aye,' those opposed 'no,' the secretary will call the roll." The names on an alphabetical list of the members entitled to vote are then called by the secretary, each member responds "aye" or "no" as his name is called, and the secretary marks the roll accordingly.

This is the way to take the vote when a record is to be kept of the vote of each member.

**Marking the Roll.**—Any convenient method of marking the roll may be used.

The way usually recommended is to put the figure 1 in the column for the affirmative vote opposite the name of the first one voting aye, and also in the column for the negative vote opposite the name of the first one voting no, the figure 2 in the proper column opposite the name of the second person voting either aye or no, and so on, so that the last figure in each column will show the total vote on the respective sides.

If the membership is large, calling the yeas and nays of necessity consumes much time, and the quickest method of marking the roll is the one to be sought and adopted. The form given below has been adopted

	YEAS	NAYS
ADAMS, JOHN . . . . .	1	
<del>ADAMS, JOHN QUINCY</del> . . . . .		1
HARRISON, Wm. H. . . . .		1
<del>JACKSON, ANDREW</del> . . . . .		1
JEFFERSON, THOMAS . . . . .		1
<del>MADISON, JAMES</del> . . . . .		X
MONROE, JAMES . . . . .		
VAN BUREN, MARTIN . . . . .	1	
<del>WASHINGTON, GEORGE</del> . . . . .		
PRESIDENT . . . . .	1	
	<b>3</b>	<b>2</b>

by some secretaries in preference to the one just described, because of the rapidity with which the vote can be taken.

This roll, arranged for a society composed of ten members, shows that four were absent when the vote here recorded was taken, that one was excused from voting, that three voted in the affirmative, and two in the negative.

The secretary first drew a line through the names of those not present. Then he called the names of those present and put a mark in the proper column opposite the name of each one voting and an X opposite the name of the one excused. After finishing the roll call, he added the number of marks in each column and set the result at the bottom.

**Excused from Voting.**—A member may, when his name is called, ask to be excused from voting, or he may rise and explain why he votes in the affirmative or in the negative, but he has no right to discuss the merits of the motion being voted upon under guise of explaining his vote.

At the request of the chair, or of any member, the secretary should read the names of those who voted in the affirmative.

and afterwards the names of those who voted in the negative, that any mistake may be corrected. It is the duty of the secretary to report the result of the vote to the presiding officer, and the duty of that officer to announce the result of this as of every vote. He is, however, at liberty to depute the secretary or a teller to make the announcement.

**A Member May Change His Vote** from “aye” to “no,” or from “no” to “aye” before the result is announced by the chair. Sometimes a member does this to put himself on the prevailing side, that he may subsequently move reconsideration.

When voting is by ballot, a change can not be made.

**Voting by Ballot.**—The advantage of voting by ballot is that of secrecy.

In voting upon applications of persons for membership, printed or written ballots may be used, on which each member makes a cross (X) to indicate his vote.

SAMPLE BALLOT

Yes	
No	

A more convenient way is to use one of the boxes which are manufactured expressly for that purpose.

The person who passes the box should raise the lid of each compartment in turn and hold the box so that the president can see into that compartment. It is not necessary that the person who passes the box should examine the compartments, but the president at least must know that one compartment holds both black and white balls and that the other is empty when voting begins.

The box should be so held that each member may vote without allowing others to see whether he deposits a white ball or a black ball. This is generally accomplished by holding the box so high that members must rise to vote. In addition to this the box may rest on the shoulder of the one who is in charge, and he may then stand with his back to the voter.

Instead of having the box passed, it may be placed on a table and the members may go to the table and vote.

When there are two or more names of applicants for election, they may be voted upon collectively, but a member who wishes

to cast a negative vote against any one applicant should do so the same as if that name were the only one under consideration.

If in that case enough negative votes are cast to defeat the election of any one, were he the only candidate, the names must be taken singly, or such a division of the names agreed upon as will insure to every applicant all possible opportunity of being elected.

The custom of electing officers by ballot is almost universal, though not obligatory, unless made so by an incorporating statute or by rules adopted by the organization.

Ballots may be cast for one officer, the ballots counted, and the report made before balloting for another officer, or the votes for all officers to be elected may be written on one ticket. The latter is much the shorter method.

A motion that the secretary be instructed to cast the ballot for a certain officer should never be entertained if the constitution of the society or the state law under which it is incorporated requires elections to be by ballot, since, if carried, it would to all intents and purposes be an election by *viva-voce* vote.

Answers to the following and other similar questions which naturally arise should be agreed upon before the day on which voting is to take place in order to avoid delay and confusion at time of voting: Shall nominations be made from the floor only? Shall there be a nominating committee? Shall nominations be made a sufficient length of time before balloting to have names of all nominees printed on the ballots? Shall officers be voted for one at a time or all on one ballot? Shall ballots be distributed and collected or shall members vote by depositing their ballots in a box after having given their names to some one in charge of a list of those entitled to vote? If ballots are distributed and collected, how shall those entitled to vote be separated from others in the audience?

Ballots furnished the members should be uniform, whether blank paper on which names are to be written, or paper on which the names of nominees have been printed or written.

Ballots need not be folded unless <sup>t<sup>1</sup></sup> organization has adopted a special rule that effect, and much time is saved counting when ballots are left flat.

When several persons are to be elected to the same position, as members of a committee, delegates to a convention, or trustees of an organization, each voter should write upon one piece of paper as many names as there are persons to be elected.

If the ballots are printed, the names of all nominees appear on the ballot, and the voter indicates his choice by making a cross opposite as many names as there are persons to be elected.

When the number of voters is large and several officers are to be elected, it is very desirable that nominations should be made in time to have ballots printed. Blank spaces should be left at the end of each list of nominees for different offices, in which the voter may write the name of any person not printed on the ballot for whom he wishes to vote for such office.

Arrangements may be made to have the voting in rooms apart from those in which the meetings are held. There may also be several polls (voting places), each one in charge of at least two tellers and all under the supervision of a competent chairman.

If there is more than one voting place,

each voter must be assigned to a particular poll, according to some pre-arranged plan. The division may be made alphabetically by names, or in a state or national convention by states or towns.

A list of the voters assigned to each poll must be given to those in charge of that poll, and the name of each voter must be checked when the vote is cast.

In counting ballots, the chairman of the tellers should have a well-matured plan, and all tellers should follow directions explicitly.

The work will be greatly facilitated by having several alphabetical lists of all nominees for each office prepared in advance.

The ballots may be removed from all the boxes and separated into sets of an equal number, say twenty-five in each set.

Two or three tellers should work together counting one set of ballots. One teller may read aloud the votes on each ballot of the set, and another keep tally, grouping the count into fives for convenience in summing up.

The tally sheet will look something like this:

## For President.

Hoyt	III I	.	.	.	.	.	.	.	.	.	.	.	6
Locke	III III	.	.	.	.	.	.	.	.	.	.	.	10
Sheldon	III III	.	.	.	.	.	.	.	.	.	.	.	8
Blank		.	.	.	.	.	.	.	.	.	.	.	1
Total		.	.	.	.	.	.	.	.	.	.	.	25

If nominations have been made by a committee and only one member has been nominated for each office, or if for any other reason there is a probability that a large number of ballots are alike, it may be a saving of time to first sort the ballots into two sets, putting those together which are uniform. The necessity of calling the names and keeping tally of the single votes on these ballots will thus be obviated.

The greatest possible care is necessary in counting ballots. A blank ballot, or a ballot containing more votes for any office than the number of persons to be elected to that office, must be considered an illegal ballot for that particular office, and is not to be taken into consideration in determining the number necessary for a choice. Such ballots may be valuable in showing the number present when the vote was taken. A ballot cast for a person not in nomination is not an illegal ballot, and

should a person who has not been nominated receive enough votes to constitute an election he would be declared elected, unless by special rule eligibility is restricted to nominees.

When several persons are to be elected to the same position, credit must be given each person whose name appears on a ballot containing fewer names than the number to be elected, and a record kept of blanks created by the failure to vote for the full number. If a name appears twice for one office, credit must be given for only one vote, and the other vote must be credited in the record of blanks.

The whole number of ballots cast, multiplied by the number of persons to be elected, will equal the total number of votes cast for all candidates added to the number of blanks.

This is a test for determining the accuracy of the count. Like the trial balance of the bookkeeper, the report of the tellers should prove its own accuracy.

For example, if there are seven officers and five directors to be elected, and if there are at least twice as many candidates, the votes will be distributed among at least

twenty-four persons. The report should show how many votes were cast for each candidate, and the total number of votes will be equal to twelve times the number of voters.

Suppose that there were twenty-five voters. The report will show a total of twelve times twenty-five, or three hundred votes, of which there will be twenty-five for each of the seven officers, and one hundred and twenty-five for directors.

Suppose that there were one hundred and fifty voters, and that the ballots have been divided into sets of twenty-five each. The report of the vote on each set of twenty-five ballots will be something like the following:

(The report in detail of only the vote for a president and for the directors will be given, as that is sufficient to show the form.)

**REPORT OF TWENTY-FIVE BALLOTS,  
COUNTED BY THOMAS BROWN AND JOHN NOLAN.**

For President.

Hoyt, David,	received.....	6
Locke, Ebenezer	" .....	10
Sheldon, John	" .....	8
Blank .....		1
<b>Total .....</b>		<b>25</b>

## VOTING

147

Total for First Vice-President .....	25
Total for Second Vice-President .....	25
Total for Recording Secretary .....	25
Total for Corresponding Secretary .....	25
Total for Financial Secretary .....	25
Total for Treasurer .....	25

Total for officers. .... 175

### For Directors.

Bartlett, Robert, received .....	6
Clark, Joseph " .....	11
Field, Zachariah " .....	4
Foote, Nathaniel " .....	21
Hamilton, Silas " .....	24
Hoyt, Jonathan " .....	20
Locke, William " .....	18
Scott, John " .....	2
Todd, Samuel " .....	0
Warren, Daniel " .....	11
Blanks .....	8

Total for directors ..... 125

Total number of votes ..... 300

The six sets of twenty-five ballots each will next be tabulated, still preserving the alphabetical order, and the totals will show 150 votes for each office, a total of 1,050 for all offices, and 750 for directors, a total of 1,800 votes.

The tabulated reports of the votes cast for president and directors will be in the following form:

## FOR PRESIDENT

Hoyt, D.	6	2	5	10	4	7	34
Locke, E.	10	23	13	15	16	12	89
Morse					1		1
Sheldon	8		6		3	6	23
Blanks	1		1		1		3
Total	25	25	25	25	25	25	150

## FOR DIRECTORS

Bartlett	6	3		4	2	10	25
Clark	11	14	10	13	15	10	73
Field	4	5	3	4	3	5	24
Foote	21	25	20	24	19	24	133
Hamilton	24	20	18	21	21	18	122
Hoyt, J.	20	8	20	23	15	18	104
Locke, W.	18	10	14	8	16	11	77
Scott	2	18	17	12	14	11	74
Todd		5	3	1	2	2	13
Warren	11	17	14	11	16	12	81
Blanks	8		6	4	2	4	24
Total	125	125	125	125	125	125	750

The totals, 150 and 750, are the sums of the horizontal row of figures as well as of the vertical column.

The final report is arranged numerically and signed by all the tellers, as:

To the \_\_\_\_\_

Your tellers respectfully submit the following report of ballots cast:

First Ballot for President.

Whole number of ballots cast .....	150
Whole number of valid ballots cast .	147
Necessary to a choice.....	74
Samuel Morse received .....	1
John Sheldon     " .....	23
David Hoyt       " .....	34
Ebenezer Locke   " .....	89
<hr/>	
Total.....	147

First Ballot for Directors.

Whole number of ballots cast .....	150
Necessary to a choice.....	76
Samuel Todd received.....	13
Zachariah Field   " .....	24

Robert Bartlett received . . . . .	25
Joseph Clark " . . . . .	73
John Scott " . . . . .	74
William Locke " . . . . .	77
Daniel Warren " . . . . .	81
Jonathan Hoyt " . . . . .	104
Silas Hamilton " . . . . .	122
Nathaniel Foote " . . . . .	133 — 726
Blanks . . . . .	24
Total . . . . .	750

Respectfully submitted,

Thomas Gilbert,  
John Nolan,  
Thomas Brown,  
David Meads.

The whole number of ballots cast (150) multiplied by the number of directors to be elected (5) equals 750, and the total number of votes cast for the ten candidates (726) added to the number of blanks (24) also equals 750.

It is immaterial whether the person receiving the highest or the lowest number of votes be entered first on the list, but the arrangement should be systematic.

It is possible in electing several persons to the same position that the necessary number will not receive a majority of all votes cast.

In that event those who have received a majority should be declared elected and another ballot taken.

It is also possible that more than the necessary number will have received a majority. To avoid balloting until the votes are sufficiently concentrated, so that only the necessary number shall have received a majority, and to avoid the seeming injustice of ruling that those receiving the highest number are elected, thus declaring that one who has received the requisite number to elect is nevertheless not elected, there should be a provision in the by-laws or in standing rules to the effect that if more than the requisite number receive a majority, those receiving the highest number shall be declared elected.

If the by-laws do not contain such a provision, a resolution to that effect may be adopted before the vote is taken.

Unless special provision is made for determining the choice in case of a tie, another ballot must be taken.

**PREFERENTIAL VOTING**

While there are numerous methods of preferential voting, the two chief methods or types are the preferential ballot and the single transferable vote. All other forms are merely modifications of these, or are entirely inapplicable to voting in organizations.

By the system of preferential voting, each voter has the privilege of marking his ballot so as to indicate not only his first choice of candidate for an office, but his second choice and any and all other choices as well.

Nominations may be made in any manner determined upon by the organization, generally by petition of any given number, say ten. These petitions must be filed with the secretary, or some one designated to receive such petitions, a given number of days before the day on which voting is to take place.

The ballot contains the names of all nominees alphabetically arranged in a column at the left of the ticket.

**The Preferential Ballot.**—Instead of one column for crosses indicating the one choice

of the voter, as in the ordinary Australian system of voting, three columns are provided, headed respectively "first choice," "second choice," and "other choices."

#### SAMPLE BALLOT FOR PRESIDENT

NAMES <i>President</i> —	First choice	Second choice	Other choices
David Hoyt . . . . .			
Ebenezer Locke. . . . .			
John Sheldon. . . . .			

The voter places a cross (X) in the first column after the name of his first choice for that office, and in the second column after the name of his second choice. If there are other nominees which are acceptable, a cross is placed after all such in the third column. By the omission to place a cross in any column after the name of a nominee, the voter has indicated that such nominee is not acceptable. This gives the voter not only the opportunity to all whom he considers desirable, but all whom he considers undesirable.

The exercise of the voter's privilege in indicating his second and other choices will generally result in the election of officers acceptable to a majority.

The voter must not mark more than one choice for the same candidate. If this is done, only the first of such choices is counted; the ballot is not invalidated.

In counting the ballots, the votes for each office in the first column are counted first, and if one receives a majority of all votes cast he is elected, and no attention is paid to the second and other choices.

If for any office no candidate receives a majority of first choices, the second choices of each candidate for that office are added to his first-choice totals. If by this means one candidate has a majority of the total number of valid ballots, whether as first-choice or second-choice votes, he is declared elected. But if no candidate has received such a majority, then the votes in the third column are added to the preceding totals. If still no candidate receives a majority, then the one receiving the highest number of votes is declared elected, being the one whom the largest number of voters considers acceptable.

Another method of preparing and counting ballots by the preferential system is as follows:

**The Single Transferable Vote.**— Instead of marking the columns at the right of the names, "first choice," "second choice," and "other choices," they may be headed, "first choice," "second choice," "third choice," etc., or there may be only one column in which the voter marks his preference by the figures 1, 2, 3, etc.

In counting the ballots, the first-choice votes are counted first, and if one nominee receives a majority of all votes cast, he is elected.

If no candidate receives a majority of first choices, the one who has the smallest number of first choices is declared out of the count, and his ballots are transferred and credited to such of the remaining candidates as are marked as the second choice on these ballots.

If there are only three candidates, there will be now either a majority or a tie.

If there are more than three candidates, and none has yet a majority, the candidate having the smallest number is declared out, and his ballots are transferred as described.

This process is continued until one candidate is shown to have a majority, or only two candidates remain.

A tie is decided in favor of the one having the greatest number of original first-choice votes. If the number of original first-choice votes is the same, then the greatest number of original second-choice votes decides. As a last resort, a tie is decided by lot.

Each set of ballots received should be put into an envelope or box provided for that purpose, and carefully preserved until there is no probability that a recount will be necessary.

**The President's Vote.**—The president has the same right to vote that any other member of the society has, but on a viva-voce vote he seldom avails himself of the right, even in case of a tie. When the vote is by roll call, he gives his vote last of all. When the vote is by ballot, his vote is deposited with the votes of the other members.

The statement is frequently made that the president must vote in case of a tie. This is not true. He may vote whether his vote would change the result or not.

He is not compelled to vote whether his vote would change the result or not. If the vote is a tie on a motion which requires a majority vote, the negative vote of the chair would not affect the result, and though he may favor the affirmative side of the question, and has the power to make the decision, he may prefer to leave the responsibility with the assembly.

**Voting by Proxy.**— Societies have no right to allow proxy voting, unless special provision is made for it.

The rule in all national, state, and municipal elections is that votes must be given in person.

In stock corporations the control lies with a majority of shares of stock, and not with a majority of stockholders. In meetings of stockholders, it is a common practice to vote by proxy the stock of absent stockholders.

**Voting on a Series of Paragraphs.**— When resolutions containing two or more paragraphs are submitted to an assembly for its consideration, a motion should be made covering the entire series. This motion is usually that the resolutions be adopted.

The paragraphs should then be considered seriatim. The presiding officer should read the first resolution, or the first paragraph of the first resolution, if it contains more than one, and give opportunity for discussion. Any of the various motions to amend may be made and voted upon with reference to this single paragraph. A single word may be changed, the entire paragraph may be stricken out, or an entirely new one substituted. The next paragraph should then be considered in the same manner.

After all the paragraphs have thus received attention, motions may be made to amend any part of the series, or any vote which has been taken to amend may be reconsidered. The motion to adopt the resolutions, which was made when they were first read, is not voted on until all desired changes have been made.

If the resolutions are preceded by a preamble, and the resolutions are adopted, the paragraphs in the preamble should then be treated in the same manner. If the resolutions are not adopted, there can be no occasion for considering the preamble.

The articles and sections of a constitu-

tion and by-laws constitute a series of paragraphs.

A motion to adopt a constitution when a society is being organized is treated in the same manner as the motion that resolutions be adopted.

When a general revision of a constitution or by-laws has been submitted, the motion to bring the proposed revision before the assembly for consideration is in effect that the constitution (or by-laws as the case may be) now in force be amended by substituting the constitution or by-laws presented.

This is a main motion, and after the articles and sections have been considered in regular order, and opportunity has been given to offer amendments, the vote is taken on the main motion.

There need be no motion that the articles be considered *seriatim*, as they are considered *seriatim* without a motion.

Several amendments may be proposed to a constitution or by-laws, but unless they constitute a general revision, each of the separate motions to amend is a main motion.

**A vote to amend constitution or by-laws**

takes effect immediately, unless otherwise ordered.

**Voting to Fill Blanks.**— The method of voting to fill blanks is peculiar to itself. Voting is not in order until all suggestions for filling the blank have been made. If the blank is to be filled by a number, the vote is sometimes taken first on the largest number proposed, then the next to the largest, and so on until a majority vote is reached, and sometimes the vote is taken first on the smallest number proceeding toward the largest until a majority vote is reached. The character of the motion must determine at which extreme voting should properly begin. A general rule is to begin at that extreme which if negatived does not prevent one from consistently voting in favor of the next number.

If the question is on appropriating a sum of money, or a similar proposition, the larger including the smaller, begin with the greatest sum. If the question is on selling something, or a question where the smaller includes the greater, begin with the smallest sum.

If the blank is to be filled by a name or a date, the vote may be taken by roll call,

to which each member responds by giving his preference, or it may be taken by ballot. When the blank is filled a separate vote must be taken upon the adoption of the resolution.

**Quorum Necessary.**— No vote can ever be legally taken, except on the three motions mentioned in chapter five as exceptions, unless there is a quorum present at the time. By a quorum is meant the number necessary for the transaction of business. If there is no special provision to the contrary, a majority of the entire membership of an organization is necessary to constitute a quorum.

A quorum being present, the number of votes necessary to carry a motion must be kept in mind whenever a vote is taken.

**Majority, Plurality, and Two-thirds Vote.**— By majority vote is meant a majority (more than half) of all votes cast, but by special provision it may mean a majority of the entire membership, or a majority of those present. Suppose a society had one hundred members. The smallest number according to common parliamentary law which could transact business is then fifty-one. Suppose, then, only fifty-one mem-

bers were present. A motion which by special provision required a majority vote of the entire membership would be lost even if fifty voted in favor of it. A motion which by special provision required a majority vote of those present would not be lost if only twenty-six voted for it. But a motion which required only a majority vote would not be lost if only one person voted in favor of it, providing no one voted against it.

The term plurality means the greatest of three or more numbers. In elections it means the number by which the votes cast for the candidate who receives the greatest number exceed the votes cast for the candidate who receives the next greatest number, when there are more than two candidates and no one candidate receives a majority of the votes.

To illustrate the difference between a majority and a plurality vote, suppose that one hundred legal votes were cast. If a majority of all votes cast were necessary to constitute an election, there would be no election until one candidate received at least fifty-one votes. If a plurality vote constitutes an election, it would be possible

for each one of ninety-eight candidates to receive one vote, and for one candidate to be elected by two votes.

By a two-thirds vote is simply meant that twice as many members vote on one side as on the other. This may also be modified to mean two thirds of those present, or two thirds of the entire membership.

**Tie Vote.**— If an equal number vote in the affirmative and the negative, making a tie vote, a motion is declared lost, on the principle that it requires at least a majority to carry a motion. The only exception to this rule is that a tie vote on an appeal sustains the chair.

## VIII

### MEETINGS

"Oh, that a man might know  
The end of this day's business ere it come!  
But it sufficeth that the day will end,  
And then the end is known." — SHAKESPEARE.

**Different Kinds of Meetings.**— Meetings of an organized society are either regular, special, or annual, or an adjournment of one of these.

**Regular Meetings.**— At a regular meeting a society is competent to transact any business which comes within the scope of the purpose and power of the organization, except that which by its own rules or by statute can only be transacted at an annual meeting.

It is an almost universal custom to restrict the changing of a constitution to the annual meeting, and very frequently the same limitation is made regarding by-laws.

**Special Meetings.**— At a special meeting no business can be transacted except that which is specified in the call for the meeting.

Even the minutes of a preceding meeting can not be approved unless notice of intention to do so was mentioned in the call.

The call for a special meeting is addressed to the officer whose duty it is to send notices for the meeting, and signed by the member or members who issue the call in accordance with the rules of the organization.

The first thing to be done at a special meeting after ascertaining that a quorum is present is to read the call for the meeting. The business included in the call is then generally taken up in the order in which it is mentioned in the call.

**Adjourned Meetings.**—An adjourned regular, adjourned special, or adjourned annual meeting is simply a continuation of the meeting itself, and any business which was in order at the meeting is in order at any adjournment thereof.

**Annual Meetings.**—The annual meetings of societies which hold regular meetings through the year do not differ materially from regular meetings, except that they are generally somewhat more formal and the order of exercises is different, including annual reports and election of officers.

A custom somewhat prevalent in women's societies, that of the president's leaving the chair during the election of her successor, is not to be commended. There is no time when the society needs the guidance of an experienced presiding officer more than during the election of officers.

The annual meeting if held on the day of a regular meeting is also a regular meeting. If business which can only be transacted at an annual meeting is not completed on that day, the annual meeting may be adjourned to any other day, even the day of a subsequent regular meeting. The minutes of the preceding regular meeting may be read at the annual meeting, and the minutes of the annual meeting may be read at the succeeding regular meeting.

Many corporations, whether organized for pecuniary profit or for any other purpose, hold but one meeting a year, at which time a Board of Directors is elected, which has power to conduct the affairs of the corporation.

State and national organizations which hold only an annual or a biennal meeting must of necessity pursue the same course.

Such governing board, by whatever name

it is called, is restricted in its power by an incorporating statute; by the articles of incorporation; by the by-laws and resolutions which have been adopted by the corporation, if the organization is incorporated, and by the constitution, the by-laws, and resolutions adopted, if the organization is not incorporated.

**Conventions.**—The annual or biennial meetings of those organizations which do not meet more frequently are generally called conventions, especially if they are composed of delegates from constituent societies.

**Delegates and Credentials.**—If these state and national organizations are composed of other societies which send delegates, a committee on credentials is needed. The by-laws may provide for a committee on credentials, but if such provision is not made, the managing board must consider the appointment of such a committee to be within its province.

The question sometimes arises as to whether the members of the committee on credentials and similar committees should be members of the convention. It seems reasonable to assume that one

who is to report to a body, especially on a subject of so much importance as the work of a committee on credentials, should be a member of the body. If it is true that part of the members of such committees serve only in a clerical capacity, that might justify the appointment of those not members of the body for the clerical part of the work. Members of constituent societies could be very properly asked to attend to preliminary work in connection with the duties of such committees. If these members become delegates they could then be formally appointed, and if not it would be expected that they should turn over their work to the committee.

Blank credentials should be sent to every society which is a component part of the general society, to be filled out and presented in person by the chosen representatives.

The following form, or one equally explicit, should be used:

\_\_\_\_\_, 19\_\_\_.  
This is to certify that the bearer, \_\_\_\_\_  
\_\_\_\_\_ is a delegate from \_\_\_\_\_

\_\_\_\_ to the sixth annual convention of  
The Pioneer Workers of the World.

\_\_\_\_, President.  
\_\_\_\_, Secretary.

Approved:

\_\_\_\_,  
Chairman Committee on Credentials.

The degree of importance attached to the necessity of having an absolutely accurate list of delegates will largely determine the method by which the list is secured.

The requirements of most societies will be met by having the credential committee examine all credentials presented, and give to each delegate whose credentials are approved by the committee such badge or ticket as may have been previously determined upon. Those delegates whose credentials have been approved immediately become the voting body.

Where some ceremony is observed in opening the meeting, the report of the credential committee should be heard as promptly as is consistent with the formalities of the occasion. If the names of delegates are to be printed at once, it is not usually necessary that the time of the

convention be taken up by having the names read of those whose credentials are approved by the committee, but the committee should report each case where credentials were not approved, and receive instructions from the body. The printed list may be corrected after it is in the hands of the delegates.

**Eligibility of a Delegate.**—Sometimes the eligibility of a delegate whose credentials are approved by the committee is called in question by the assembly. In that case he should take no part in any business until the question is settled.

**The Printed Program** is generally distributed before the first session is called to order, but it should be formally presented by the program committee (it need not be read) and adopted with or without amendments as the order of business for the meeting.

Annual meetings often continue through more than one day, with one, two, or three daily sessions. It is desirable that at the beginning of each session the minutes of the preceding session be read and approved, or that at the first session of each day the minutes of the preceding day be read.

The minutes of the final session should be read and approved before adjournment.

**The Motion to Adjourn** made at any except the final session of an annual meeting, as provided for in the program adopted, is practically a motion "to adjourn to a specified time," that is, the time mentioned in the program for the next session, and must be understood as such.

**The Election of Officers** ought not to be the weariness of the flesh it so often proves. First, a competent board of tellers should be appointed, with a chairman especially qualified for directing the work.

**Tellers.**—The assembly has the power to appoint tellers, but frequently delegates this power to the presiding officer. If such is the established custom, the president may notify certain members in advance of his intention to appoint them for that duty, for the sake, first, of securing their consent and not wasting the time of the meeting by declinations, and, second, of giving the chairman an opportunity to assign to each teller a particular part of the house for the distribution and collection of ballots, or to apportion such other duties as will facilitate the election. There should

always be at least two tellers, no matter how small the membership, and in large assemblies several tellers, providing they are competent, will greatly facilitate the work of counting.

**Nominations for Officers** from the floor are in order, even though a nominating committee has presented a report, unless further nominations are prohibited by special rule.

While the votes are being counted, a recess may be taken, speeches made, or papers read. The transaction of other business can not be recommended, and under no circumstances should business be transacted which could affect the election, or in any way be affected by the result of the election.

Officers elected displace their predecessors, and at once assume the duties of their respective offices, unless some other time for induction into office has been previously agreed upon.

**Mass Meetings.**—Meetings other than of an organized society are called mass meetings. The term mass meeting is entirely correct, even though the attendance is small. Meetings called to consider something temporary in character, or for the purpose of organizing a permanent society,

are of this class. At such meetings common parliamentary law is always in force. The few who have been instrumental in calling such a meeting usually agree in advance as to which of their number shall call the meeting to order, which shall be nominated for chairman, and which shall be called upon to state the object of the meeting.

This may seem like taking an unwarranted liberty, but at this time there is no organization. Ordinary courtesy demands that those who have assembled should acquiesce in such preliminary arrangements as have been made, and give respectful attention to whatever is presented.

**Organizing a Society.**—If the meeting is for the purpose of organizing a society, the order of procedure is as follows: Call to order; election of a temporary chairman; election of a temporary secretary; statement of the object of the meeting; adoption of a resolution that a society be formed; appointment of a committee to draft a constitution and by-laws; report of the committee; adoption of a constitution; election of officers or adoption of by-laws, as may be determined by those who constitute the initial membership.

The temporary organization is complete when the chairman and secretary have been elected. These officers continue to serve at all meetings held until the permanent officers are elected.

When the object of the meeting has been stated, there may very properly be a general discussion of the object, and such discussion may be more or less informal, according to circumstances. It is well at organization for the secretary to deviate from the general rule regarding the insertion of discussion in the minutes. A record of what was said at the time of organization, and by whom it was said, is often valuable and interesting history many years later.

If the majority of those present do not vote in favor of adopting a resolution that a society of the character of the one proposed be organized, there is no reason why those in favor of the organization should not carry out their wishes at a subsequent meeting, or at the same meeting after those opposed have withdrawn.

The next step toward perfecting an organization is the appointment of a committee to draft a constitution or constitution and by-laws. The preliminary arrange-

ments may have included the preparation of a constitution which may be submitted for approval at the first meeting.

Only those who are eligible to membership according to the provisions of the proposed constitution are privileged to vote on the motion to adopt it.

As soon as the constitution is adopted, whether at the first or a subsequent meeting, some action should be taken to crystallize the membership. This may be accomplished by signing the constitution, or by the selection of a temporary treasurer and the payment of an initiation fee, or of a specified sum to be applied on annual dues. A recess is generally taken to give time for executing plans agreed upon.

Only those who comply with the conditions agreed upon continue to take part in the proceedings.

The permanent officers may next be elected or by-laws may be adopted as may be agreed upon.

It frequently occurs that the time of year decided upon for the annual meeting is less than a year from the date of organization. Before officers are elected a resolution should be adopted determining when

the next election shall be held, whether less or more than twelve months hence. The term of office of the officers first elected, and the first fiscal year of the organization, may thus be less or more than a calendar year, but this is not objectionable.

**General and Special Sessions.**—A general session of a voluntary organization is a session which is terminated by an adjournment *sine die*.

A convention composed of delegates, whether of one or many days' duration, constitutes a general session, each of the meetings being a special session. The minutes of the last special session of a convention are read and approved before final adjournment, and unfinished business is not carried over to another general session, although committees may be appointed to report at the next convention.

The terms, general session and special session, are not applicable to the meetings of societies having individual membership and holding meetings throughout the year, since it is a valid and well-established custom in such organizations to approve minutes and consider unfinished business at subsequent meetings.

## IX

### FORMS

"If to do were as easy as to know what were good to do, chapels had been churches and poor men's cottages princes' palaces." — SHAKESPEARE.

There are many forms of procedure which certain writers on parliamentary law, probably assuming that they are universally understood, omit to mention. Hence those whose knowledge of methods is derived entirely from books are apt to acquire habits which vary considerably from the best practice.

In this connection it may not be amiss to caution the young parliamentarian, who has carefully informed himself regarding the best usage, not to unnecessarily antagonize such a society by criticisms. It is generally wiser to accept temporarily the established custom of an assembly, provided it does not result in an injustice, than to appear singular or pedantic by insisting upon technicalities.

Illustrations of some of the forms in

common use will present them in a way in which they may be comprehended more clearly than by any description, and therefore a part of what might take place at a regular meeting of The Lotus Club held January 9, 19—, the annual meeting held January 16, 19—, an adjourned annual meeting held January 20, 19—, a regular meeting held January 23, 19—, a special meeting held February 10, 19—, and a meeting for parliamentary practice held March 1, 19—, is herewith presented.

It must be understood that although these particular forms are recommended as those in use in assemblies which may well be considered as worthy models, there may be other forms which are perhaps equally good, or at least not amenable to criticism.

The reader must assume that the club is unincorporated, has adopted "Parliamentary Usage for Women's Clubs" as its parliamentary authority, and that its constitution and by-laws are those which appear in the first chapter of this volume.

At three o'clock on January 9th the president stands, which is a signal for ab-

solute quiet. A light tap of the gavel should be sufficient to insure the attention of every one present.

President — The club will please come to order. (Pauses if necessary to secure quiet. The president is satisfied that there is a quorum present.) We will listen to the reading of the minutes of the meeting of January 2d.

Secretary (standing) — Madam President and Members (reads from the record book the minutes of January 2d, printed in Chapter X of this volume).

Pres.— Are there any corrections to these minutes? (Pauses.) If there are no corrections, the minutes stand approved as read. (Pauses.) They are approved. We will listen to the report of the corresponding secretary.

Cor. Sec. (standing) — Madam President and Members (reads):

*To The Lotus Club:*

Your corresponding secretary respectfully reports having sent a letter of congratulation to Miss Wilton as directed by the club. She has also mailed printed notices of the annual meeting to every mem-

ber of the club as requested by the Board of Directors.

Margaret Parsons,  
Corresponding Secretary.

(The corresponding secretary passes her report to the recording secretary.)

Pres.—If there is no objection, this report will be accepted and placed on file. (Pauses.) It is so ordered.

Pres.—We will listen to the report of the treasurer.

Treasurer (standing) — Madam President and Members (reads):

*To The Lotus Club:*

The accounts of the treasurer for the fiscal year of 19— were closed December 31st and the book in which the record of receipts and disbursements for the year has been kept, together with the warrants and vouchers, the bank book and cancelled checks, also the annual report of the treasurer, were placed in the hands of the auditor yesterday.

Respectfully submitted,  
Mary Kellogg, Treasurer.

(The treasurer passes her report to the recording secretary.)

Pres.— If there is no objection, the report of the treasurer is accepted and will be entered in the minutes.

It is so ordered.

We will listen to the report of the Board of Directors.

Rec. Sec. (standing).— Madam President and Members (reads):

*To The Lotus Club:*

The Board of Directors reports having elected two associate members to the club, E. M. F., 490 Walpole Avenue, and H. L. J. 693 Fitch Street.

The board recommends that tellers to serve at the annual meeting be appointed to-day.

Abigail Loomis, President.

Pres.— This recommendation of the board will be acted on later. Is there a report from the House Committee?

Chairman of House Committee — Madam President.

Pres.— Mrs. Taylor.

Mrs. Taylor (reads):

*To The Lotus Club:*

Your House Committee recommends that Madison Hall be secured for the annual

meeting next week, as in the opinion of the committee this hall will not be large enough.

Lydia Taylor,  
Susan Carlton,  
Sarah Potter.

(Mrs. Taylor passes the report to the recording secretary.)

Mrs. Taylor — I move the adoption of the report.

Mrs. A.— Madam President.

Pres.— Mrs. A.

Mrs. A.— I second the motion.

Pres.— It is moved and seconded that the recommendation of the House Committee, that Madison Hall be secured for the meeting next week, be adopted. Are there any remarks?

All those in favor of the motion, please say "aye." (Members respond "aye.")

Those opposed please say "no" (Members respond "no.")

The motion is carried.

Is there a report from the Program Committee?

Chairman of Program Committee — There is no report, Madam President.

Pres.— What is your pleasure under the head of Miscellaneous Business?

Mrs. B.— Madam President.

Pres.— Mrs. B.

Mrs. B.— I move that the president be authorized to appoint five tellers to serve at the annual meeting next week.

Mrs. C.— Madam President.

Pres.— Mrs. C.

Mrs. C.— I second the motion.

Pres.— It is moved and seconded that the president be authorized to appoint five tellers to serve at the annual meeting next week. Are there any remarks?

Those in favor of the motion please say "aye." (Members respond "aye.") Those opposed to the motion please say "no." (Members respond "no.")

The motion is carried.

(Hereafter, one asterisk will indicate that the member who offers a motion stands, waits for, and secures recognition; two asterisks will indicate that the motion is seconded, and three asterisks will indicate that a viva-voce vote is taken in both the affirmative and the negative.)

Mrs. D.— Madam President, \* I move that the House Committee be instructed

to procure a portable blackboard for use at the annual meeting.

\* \*

Pres.— It is moved and seconded that the House Committee be instructed to procure a portable blackboard for use at the annual meeting. Are there any remarks?

\* \* \*

Pres.— The motion is carried.

Mrs. G.— Madam President, \* I move to amend Article I of the by-laws by striking out section 3, which reads, “Dues for the current fiscal year must accompany all applications for membership.” (Mrs. G. sends the written motion to the president.)

\* \*

Pres.— It is moved and seconded to amend Article I of the by-laws by striking out section 3, which reads, “Dues for the current fiscal year must accompany all applications for membership.” Are there any remarks?

\* \* \*

Pres.— The motion seems to be carried.

Mrs. H.— I call for a division of the house.

Pres.— A division of the house is called for. Those in favor of the motion to amend the by-laws by striking out the section just read, please stand, and remain standing until counted. The secretary will please count. (The secretary quietly reports to the president that 45 have voted in the affirmative.) Be seated.

Pres.— Those opposed to the motion will please rise. (The secretary reports to the president that 26 have voted in the negative.) Be seated. The motion is lost by a vote of 45 to 26, this motion requiring a two-thirds vote.

Mrs. I.— Madam President, \* I move to adjourn.

\* \*

Pres.— It is moved and seconded to adjourn.

\* \* \*

Pres.— The motion is lost.

Mrs. K.— Madam President, \* I move that a committee of three be appointed by the chair whose duty it shall be to recommend standing rules for the use of this club.

\* \*

Pres.— It is moved and seconded that a committee of three be appointed by the

chair whose duty it shall be to recommend standing rules for the use of this club. Are there any remarks?

\* \* \*

Pres.—The motion is carried. The chair appoints Mrs. Young, Mrs. Fowler, and Mrs. Gleason.

Mrs. L.—Madam President, I rise to a question of privilege.

Pres.—The member will please state her question of privilege.

Mrs. L.—I should like to have the proposed amendments to the constitution read.

Pres.—The secretary will read the proposed amendments.

Rec. Sec.—The proposed amendments are:

First, To amend Article V, section 1, by substituting "April" for "January," so that the section will read: "Section 1. The annual meeting shall be held the third Thursday in April of each year."

Second, To amend Article V, section 2, by striking out the words "first week of May" and inserting "last week of April," so that the section will read: "Section 2. Regular meetings shall be held from the first week of October to the last week of April."

Mrs. M.— Madam President, \* I move to adjourn.

\* \*

Pres.— It is moved and seconded to adjourn.

\* \* \*

Pres.— The motion is carried.  
The meeting stands adjourned.

At three o'clock, January 16, 19—, the president calls the annual meeting to order.

Pres.— We will listen to the reading of the minutes of the meeting of January 9th.

(The minutes are read and approved.)

Pres.— We will listen to the annual report of the recording secretary.

Sec.— Madam President and Members (reads):

*To The Lotus Club:*

(The secretary reads the annual report and reads her own signature.)

Pres.— If there is no objection the report is accepted and will be placed on file. It is so ordered.

We will listen to the annual report of the corresponding secretary.

Cor. Sec.— Madam President and Members (reads):

*To The Lotus Club:*

(The corresponding secretary reads the annual report of her office, reads her own signature, and passes the manuscript to the recording secretary.)

Pres.— If there is no objection the report is accepted and will be placed on file. It is so ordered.

The treasurer will read her annual report.

Treasurer—Madam President and Members (reads):

*To The Lotus Club:*

(The treasurer reads the summarized report of all receipts and disbursements for the fiscal year, reads her own signature, and passes the manuscript to the recording secretary.)

Pres.— We will listen to the report of the auditor.

Auditor — Madam President and Members: (The auditor reads her report, reads her own signature, and passes the manuscript to the recording secretary.)

Mrs. N.— Madam President, \* I move that the report of the auditor be accepted.

Pres.— If there is no objection the report of the auditor and the report of the treasurer are accepted and will be entered in the minutes. It is so ordered.

The next in order is the annual report of the custodian. Mrs. Walton, the custodian, is not present, but has sent her report, which will be read by the secretary.

Rec. Sec.— Madam President and Members (reads the report):

Pres.— If there is no objection the report is accepted and will be placed on file. It is so ordered. (Addressing the first vice-president): Will Mrs. N. take the chair?

(The members do not need to be reminded that the next order of business is the annual address of the president. The president addresses the presiding officer and delivers her annual address. The vice-president may make appropriate remarks at this time on the work of the president and on the address. The president resumes the chair.)

Pres.— What is your pleasure under the head of Miscellaneous Business?

Mrs. O.— Madam President, \* I move

to amend Article V, section 1, of the constitution by striking out "January" and inserting "April," so that the section will read: "Section 1. The annual meeting shall be held the third Thursday in April of each year."

\* \*

Pres.— It is moved and seconded to amend Article V, section 1, of the constitution by striking out "January" and inserting "April," so that the section will read: "Section 1. The annual meeting shall be held the third Thursday in April of each year." Are there any remarks?

Mrs. Q.— Madam President, \* I move to amend by substituting "February" for "April."

\* \*

Pres.— It is moved and seconded to amend by substituting "February" for "April." Are there any remarks?

Mrs. S.— Madam President, \* I move to amend by substituting "October" for "February."

\* \*

Pres.— It is moved and seconded to amend by substituting "October" for "February." Are there any remarks?

Mrs. U.— Madam President, I rise to a point of order.

Pres.— The member will please state her point of order.

Mrs. U.— This last motion is the third motion to amend and is therefore out of order.

Pres.— The chair decides the point not well taken.

Mrs. U.— Madam President, I appeal from the decision of the chair.

Pres.— The decision of the chair is appealed from. Mrs. O.'s motion is a motion to amend the constitution, hence a main motion, and therefore two motions to amend may be pending at one time. Are there any remarks? (Pauses for discussion of the appeal.) Those in favor of sustaining the chair please say "aye." Those opposed say "no."

The chair is sustained, and the question is now upon the motion of Mrs. S. to amend by striking out "February" and inserting "October." (The relative merits of February and October are discussed.)

\* \* \*

The motion is lost. The question is now upon the motion to amend by striking out

“April” and inserting “February.” (The president takes a rising vote.) The motion is carried by a vote of 47 to 35. The question is now upon the motion to strike out “January” and insert “February.” (The relative merits of January and February are discussed.)

\* \* \*

Pres.— The motion is lost.

Mrs. W.— Madam President, I call for a division of the house.

Pres.— A division of the house is called for. Those in favor of the motion to amend the constitution by striking out “January” in Article V, section 1, and inserting “February” will stand, and remain standing until counted. Mrs. A. and Mrs. B. will please count.

Mrs. A.— Forty-two on this side of the house.

Mrs. B.— Thirty-five on this side.

Pres.— Be seated. Those opposed to the motion, please stand.

Mrs. A.— Eighteen.

Mrs. B.— Fifteen.

Pres.— The motion is carried by a vote of 77 in favor and 33 opposed.

Mrs. O.— Madam President, \* I move

that Article V, section 2, of the constitution be amended by striking out "first week of May" and inserting "last week of April," so that the section will read: "Section 2. Regular meetings of the club shall be held from the first week of October to the last week of April inclusive."

\* \*

Pres.— It is moved and seconded to amend Article V, section 2, of the constitution, by striking out "first week of May" and inserting "last week of April," so that the section will read: "Section 2. Regular meetings of the club shall be held from the first week of October to the last week of April inclusive."

\* \* \*

Pres.— The motion is carried.

Mrs. X.— Madam President, \* I move to amend Article IV, section 1, of the constitution by striking out "an auditor."

\* \*

Pres.— It is moved and seconded to amend Article IV, section 1, of the constitution by striking out "an auditor." No notice of this amendment has been given, and according to Article VII, section 2, of

the constitution, the motion requires a unanimous vote for its adoption. The effect of this motion is to discontinue the office of auditor.

Mrs. X.— Madam President, \* In moving to abolish the office of auditor, it is not my purpose to discontinue the auditing of the books, but I think it is much more businesslike to have the books and all accounts examined by some one who is not a member of the club.

\* \* \*

Pres.— The motion is carried.

Mrs. X.— Madam President, \* I move to amend Article II of the by-laws by striking out section 7, the section defining the duties of the auditor.

\* \*

Pres.— It is moved and seconded to amend Article II of the by-laws by striking out section 7, which reads, “The auditor shall examine the books of the treasurer, also the annual report of the treasurer.”

\* \* \*

Pres.— The motion is carried.

Mrs. A.— Madam President, \* I move

that sections 8, 9, and 10 in Article II be renumbered 7, 8, and 9.

Pres.— This change is necessary on account of striking out section 7, and will be made by the secretary. It does not need a motion.

Mrs. B.— Madam President, \* I move to amend Article IV, section 3, of the by-laws, by striking out “d. Auditor.”

\* \*

Pres.— It is moved and seconded to amend Article IV, section 3, of the by-laws, by striking out “d. Auditor.”

\* \* \*

Pres.— The motion is carried. Is there any further miscellaneous business? (Pauses.) If not we will proceed to the election of officers.

In accordance with the resolution adopted last week, the following tellers have been appointed: Mrs. Joyce, Mrs. Brainerd, Mrs. Wheeler, Mrs. Gilbert, and Mrs. Barnard.

Is it your pleasure that each officer be elected singly, or that the names of all officers be placed on one ticket?

Mrs. C.— Madam President, \* I move

that all officers be voted for on one ticket.

\* \*

Pres.— It is moved and seconded that all officers be voted for on one ticket.

\* \* \*

Pres.— The motion prevails. The tellers will distribute the ballots. Mrs. D., will you please write the names of all nominees on the blackboard?

Whom will you nominate for president?

Mrs. E.—Madam President, \* I nominate Mrs. Kenelm Winslow.

Pres.— Mrs. Winslow is nominated. Are there other nominations? (Pauses.) Whom will you nominate for first vice-president?

Mrs. F.— Madam President, \* I nominate Mrs. William Hodges.

Pres.— Mrs. William Hodges is nominated.

Mrs. G.— Madam President, \* I nominate Mrs. John Rayner.

Pres.— Mrs. Rayner is nominated.

Mrs. H.— Madam President, \* I move that nominations for first vice-president be closed.

Pres.— The chair will not entertain a motion to close nominations at present. The

best interests of the club require that the greatest freedom in nominating and electing officers be allowed. Are there other nominations for first vice-president? (Pauses.) Whom will you nominate for second vice-president?

(Nominations are made for all officers, the names of all nominees are written on the blackboard, and at the same time the tellers distribute the ballots.)

Pres.—Ladies, do not fold your ballots, but lay them in the basket with the writing down.

(The tellers collect the ballots.)

Pres.—Have all voted who wish to do so? (Pauses a moment.) The ballot is closed.

Mrs. I.—Madam President, \* I move that the tellers be allowed to withdraw to another room to count the ballots.

\* \*

Pres.—It is moved and seconded that the tellers be allowed to withdraw to another room to count the ballots.

\* \* \*

Pres.—The motion is carried.

(The tellers withdraw and just afterward two members enter the hall.)

Mrs. K.—Madam President, \* I move that the two members who have just arrived be allowed to vote for the officers.

Pres.—The ballot has been closed, but if there is no objection these two members who have just entered will be allowed to cast their ballots. It is so ordered.

Mrs. L.—Madam President, \* I move that when we adjourn we adjourn to meet next Saturday, at four o'clock, at 76 Monroe Street.

\* \*

Pres.—It is moved and seconded that when we adjourn we adjourn to meet next Saturday, at four o'clock, at 76 Monroe Street. Are there any remarks?

\* \* \*

Pres.—The motion is carried.

Mrs. N.—Madam President, \* Some weeks ago a committee was appointed to draft rules for this club. Will it be possible to have the report of that committee at the adjourned meeting next Saturday?

Pres.—Mrs. Young is chairman of that committee. Mrs. Young, will your committee be ready to report on Saturday?

Mrs. Young—I doubt if that will be possible, but if the adjourned meeting could

be the following Monday, I think the report will be ready.

Mrs. Z.— Madam President, \* I move to reconsider the vote by which the motion, that when we adjourn we adjourn to meet next Saturday, at four o'clock, at 76 Monroe Street, was carried.

Pres. (addressing Mrs. Z.) — Did the member vote on the prevailing side?

Mrs. Z.— I did, Madam President.

\* \*

Pres.— It is moved and seconded to reconsider the vote by which the motion, that when we adjourn we adjourn to meet next Saturday, at four o'clock, at 76 Monroe Street, was carried. Are there any remarks?

\* \* \*

Pres.— The motion to reconsider is carried. The question is now upon the motion that when we adjourn we adjourn to meet next Saturday, at four o'clock, at 76 Monroe Street. Are there any remarks?

Mrs. B.— Madam President, \* I move to amend by substituting "next Monday" for "next Saturday."

\* \*

Pres.— It is moved and seconded to amend by substituting “next Monday” for “next Saturday.” Are there any remarks?

\* \* \*

Pres.— The motion is carried. The question now recurs upon the motion that when we adjourn we adjourn to meet next Monday, at four o'clock, at 76 Monroe Street. Are there any remarks?

\* \* \*

Pres.— The motion is carried.

Mrs. D.— Madam President, \* I move that the consideration of standing rules to be presented by the committee be made a special order for 4:30 next Monday.

\* \*

Pres.— It is moved and seconded that the consideration of standing rules to be presented by the committee be made a special order for 4:30 next Monday. Are there any remarks?

\* \* \*

The motion is carried.

Mrs. F.— Madam President, \* I move to adjourn.

\* \*

Pres.— It is moved and seconded to adjourn.

\* \* \*

Pres.— The motion is carried. The meeting stands adjourned.

(At four o'clock, on Monday, January 20th, the president calls the club to order.)

Pres.— The first order of business is the report of the tellers. (The chairman comes forward.) The chairman will read the report of the votes cast.

Mrs. Joyce.— Madam President (reads):  
*To The Lotus Club:*

Your tellers respectfully submit the following list of all persons voted for and the number of votes cast for each.

(The form in which the report is presented having been given in Chapter VII, it need not be repeated here.)

Respectfully submitted,  
Susanna Joyce,  
Patience Brainerd,  
Mary Wheeler,  
Sarah Gilbert,  
Thankful Barnard.

(The chairman of the tellers passes the report to the president.)

Pres.— The chair declares the following officers elected, each having received a majority of all votes cast for that office:

President, Mrs. Kenelm Winslow;

First Vice-President, Mrs. William Hodges;

Recording Secretary, Mrs. Anna Curtis;

Corresponding Secretary, Mrs. Henry Andrews;

Treasurer, Mrs. John Gallup;

Custodian, Mrs. George Burroughs.

No one having received a majority of all votes cast for second vice-president, another ballot is necessary. The tellers will distribute the ballots.

(The ballots are distributed, collected, counted, and reported.)

Pres.— Mrs. William Potter, having received a majority of all votes cast for second vice-president, is declared elected to that office.

Pres.— The report of the committee appointed to draft rules was made a special order for 4:30 o'clock to-day. That hour having arrived, we will listen to the report

Mrs. Young—Madam President (reads):

*To The Lotus Club:*

Your committee appointed to draft rules for the use of this club respectfully recommends the adoption of the following:

Rule 1. The mover of a motion, in preference to any other member, shall be entitled to the floor immediately after the motion has been stated.

Rule 2. No member shall speak more than twice on the same question, nor more than five minutes at one time, without the consent of the club; but this rule shall not prevent the mover of any motion from closing the debate even after the previous question has been ordered.

Rule 3. A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, the first subsequent regular meeting, or an intervening special meeting.

Rule 4. The official title of the president of this club shall be Madam President.

Rule 5. The secretary of this club, unless specially directed otherwise, shall not record suggestions for filling blanks; motions ruled out of order; points of order on

which no appeal is taken, or trivial questions of privilege.

Rule 6. The first-named member of a committee shall be chairman, unless the committee elect some other member. When a committee is elected by ballot, or when composed of volunteers, the president of the club shall convene the committee, which shall at once elect a chairman.

Rule 7. It shall be the duty of every member of the club to notify the corresponding secretary in writing of any change in address.

Rule 8. An affirmative vote on the motion to accept the report of a committee shall not be construed to mean that recommendations contained in the report are adopted.

Rule 9. Upon the request of five members the vote on any question shall be taken by roll call, and the names of those voting on either side entered in the minutes.

Rule 10. The exercises at any regular meeting preceding the order, program for the day, shall not exceed thirty minutes.

Rule 11. Notices of special meetings shall be sent to every member of the club at least twenty-four hours before the meeting.

Rule 12. Delegates to the State Federation shall be elected at the first regular meeting in March of each year. Delegates to the General Federation shall be elected at the first regular meeting in April of each year in which a meeting of the General Federation occurs. An alternate shall be elected for each delegate. All elections shall be by ballot. A plurality vote only shall be necessary to elect. In case of a tie the choice shall be decided by lot. The president shall have power to fill all vacancies.

Rule 13. The president shall have power to appoint tellers for all elections, but the club may appoint additional tellers.

Rule 14. These rules shall be known as "Standing Rules." They may be amended, suspended, or repealed at any regular or annual meeting by a two-thirds vote, except Rules 9 and 11, which may be amended, suspended, or repealed only by a two-thirds vote of the entire membership.

Respectfully submitted,

Lucy Young,  
Helen G. Fowler,  
Fanny A. Gleason.

Madam President, I move that the report of the committee be accepted and the rules recommended be adopted. (Mrs. Young hands the written report of the committee to the president.)

\* \*

Pres.— It is moved and seconded that the report of the committee be accepted, and the rules recommended be adopted. If there is no objection, the report of the committee is accepted, and we will proceed to consider the rules in regular order.

(The president reads the first rule and asks if there are any remarks, then the second and third rules, each time giving opportunity for remarks.)

Mrs. M.— Madam President, \* I move to amend Rule 3 by substituting the following: A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, except when notice of intention to move to reconsider is filed with the secretary within forty-eight hours after adjournment, in which case it may be reconsidered at the first subsequent regular meeting, or an intervening special meeting.

\* \*

Pres.— It is moved and seconded to amend Rule 3 by substituting the following: A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, except when notice of intention to move to reconsider is filed with the secretary within forty-eight hours after adjournment, in which case it may be reconsidered at the first subsequent regular meeting, or an intervening special meeting. Are there any remarks?

\* \* \*

Pres.—The motion is carried.

(The president reads the remaining rules in the same manner, and after reading Rule 14 asks if there are any further amendments.)

Mrs. N.— Madam President, \* I move that Rule 6 be made Rule 7, and Rule 7 be made Rule 6.

(Hereafter two daggers after the two asterisks will indicate that the motion is stated by the presiding officer, and that opportunity is given for remarks on every debatable motion.)

\* \* †† \* \* \*

Pres.— The motion prevails. The ques-

tion now recurs upon the motion that the rules as amended be adopted.

\* \* \*

Pres.—The motion is carried. Is there any further business to come before the club this afternoon?

Mrs. O.—Madam President, \* I move to amend Article I, section 2 of the by-laws by substituting “April” for “March.”

\* \* † †

Mrs. Q.—Madam President, \* This seems necessary on account of having changed the annual meeting from January to February.

\* \* \*

Pres.—The motion is carried.

Mrs. S.—Madam President, \* I move to amend By-law VIII by striking out “The fiscal year shall be the calendar year,” and inserting “The fiscal year shall be from the first day of February of each year to the thirty-first day of January of the following year inclusive.”

\* \* † † \* \* \*

Pres.—The motion is carried.

Mrs. O.—Madam President, \* I move that the ballots used in the election of offi-

cers be destroyed by the chairman of the tellers.

\* \* †† \* \* \*

Pres.— The motion is carried.

Mrs. Q.— Madam President, \* I move to adjourn.

\* \* †† \* \* \*

Pres.— The motion is carried. The annual meeting stands adjourned.

(At three o'clock, January 23, 19—, the president, Mrs. Winslow, calls the club to order, and makes a few remarks appropriate to the occasion.)

Pres.— We will listen to the minutes of the annual meeting of January 16th.

(The minutes as printed in Chapter X are read by the secretary, Mrs. Curtis, and approved.)

Pres.— We will listen to the minutes of the adjourned annual meeting of January 20th.

(The minutes are read by the secretary.)

Pres.— Are there any corrections to these minutes?

Mrs. A.— Madam President,\* The minutes read that Mrs. C. received three votes for treasurer, and Mrs. D. two. My recollection is that Mrs. D. received three votes and Mrs. C. two.

Pres.— The chair is of the opinion that the record is correct.

Mrs. B.— Madam President,\* I move that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes, and Mrs. C. two.

\* \* † †

Pres.— Those in favor of the motion will please say “aye.”

Mrs. H. (standing) — Madam President, what is the motion we are voting on?

Pres.— The motion that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes, and Mrs. C. two votes.

Those in favor of the motion will please say “aye.” (Members respond “aye.”)

Those opposed say “no.” (Members respond “no.”)

The motion is lost.

The question now recurs upon the approval of the minutes. Are you ready for the question?

Mrs. I.— Madam President, \* The motion to adjourn was made by Mrs. H., not by Miss L.

Pres.— The secretary will make the change. Are there any further corrections?

\* \* \*

Pres.— The motion is carried.

Pres. (reads):

*To The Lotus Club:*

By virtue of authority vested in your president by By-law II, section 3, the following standing committees have been appointed and approved by the Board of Directors:

Membership Committee: Mrs. J., Mrs. M., Mrs. G.

Program Committee: Mrs. K., Mrs. N., Mrs. H.

House Committee: Mrs. L., Mrs. O., Mrs. Q.

Ellen Winslow, President.

(The president hands her communication to the recording secretary.)

Pres.— Is there a report from the corresponding secretary?

Cor. Sec.— Madam President and Members (reads):

*To The Lotus Club:*

Your corresponding secretary respectfully reports that she has notified all the officers who were elected last week of their election.

Fanny L. Jennings,  
Corresponding Secretary.

(The corresponding secretary passes the report to the recording secretary.)

Pres.— If there is no objection the report is accepted, and will be placed on file. It is so ordered. Is there any further report from the corresponding secretary?

Cor. Sec.— Madam President, I am in receipt of a circular letter from the Educational Committee of the General Federation of Women's Clubs. Will you have it read?

Pres.— You may read it.

(The corresponding secretary reads the letter, and passes it to the recording secretary.)

Mrs. K.— Madam President,\* I move that this letter be referred to the Program Committee.

Miss L.— Mrs. President, I would like to know which Program Committee is

meant, the one appointed to-day, or the one appointed a year ago.

Pres.— The Program Committee appointed to-day has no duties in connection with the program of the club for the current year, and therefore the Program Committee appointed a year ago is meant.

\* \* † † \*\*\*

The motion is carried.

Pres.— Is there anything further from the corresponding secretary?

Cor. Sec.— Nothing further, Madam President.

Mrs. M.— Madam President, I call for the order of the day.

Pres.— According to one of the standing rules adopted last Monday, Rule 10, not more than thirty minutes can be taken for business before the program for the day. As it is now 3:30 o'clock, we will proceed to the literary program.

(The program for the day is carried out as per calendar.)

Mrs. G.— Madam President, \* I move that the club revert to the order of miscellaneous business.

Pres.— If there is no objection, the club will revert to the order of miscellaneous

business. The chair hears none. It is so ordered. What is your pleasure?

Mrs. G.—Madam President,\* I move that the standing rules of the club be amended by striking out Rule 10.

\* \* ††

Mrs. H.—Madam President,\* I move to adjourn.

\* \* †† \* \* \*

Pres.—The motion is carried. The meeting stands adjourned.

(At 3:40 o'clock on the afternoon of February 10, 19—, the president, Mrs. Winslow, called the club to order.)

Pres.—Will the secretary please count the members present? A majority of the membership is necessary for a quorum at a special meeting. We now have one hundred and fifty-one members.

Sec.—There are eighty members present, Madam President.

Pres.—The secretary will read the call for the meeting.

Sec. (reads):

Lakeville, February 7, 19—.

*Mrs. William Curtis, Secretary The Lotus Club:*

Dear Madam: Please call a special meeting of The Lotus Club for Monday, February 10th, at 3:30 o'clock, for the purpose of receiving and acting upon a communication from the Common Council with reference to taking charge of the celebration next Fourth of July.

Ellen Winslow, President.

Sec.— Madam President, notices stating the purpose of this meeting have been sent by mail to every member of the club.

Pres.— The secretary will read the communication from the Common Council.

Sec. (reads):

Lakeville, February, 6, 19—.

*Mrs. Kenelm Winslow, President The Lotus Club:*

Dear Madam: For several years your club has petitioned the Common Council to prohibit the sale of fireworks, and to provide for a "safe and sane" celebration on the Fourth of July.

The Common Council sends this communication to learn whether or not your

club will take entire charge of the celebration this year, in case your petition for the prohibition of the sale and use of fireworks is granted.

For obvious reasons, prompt action on the part of the Common Council is necessary, and it is hoped that your reply will be received before the meeting next Wednesday evening.

By order of the Common Council,  
Nicholas Nickleby, Clerk.

Mrs. N.— Madam President,\* I move that the secretary be instructed to send a communication to the Common Council stating that The Lotus Club will take entire charge of the celebration on the Fourth of July this year, on the condition that the Common Council prohibit the sale and use of fireworks.

\* \* ††

(Discussion follows the motion.)

\* \* \*

Pres.— The motion is carried.

Mrs. W.— Madam President,\* With your permission I would like to give a notice.

Pres.— Mrs. W. will give a notice, if there is no objection.

Mrs. W.—At the meeting the first Saturday in February for practice in parliamentary usage, every member present was asked to prepare a very simple constitution, and a committee was appointed to examine those constitutions, and decide which one was the best. I should like to have that committee meet next Thursday at two o'clock, and I should like further to announce that at our parliamentary drill on the first Saturday in March, Mrs. Wiley Huntington will probably be with the club and will direct the parliamentary drill. You will all remember that when Mrs. Huntington was president of this club, she inaugurated these Saturday meetings for the purpose of parliamentary practice, and directed them for several years before she left the city.

Mrs. R.—Madam President, \* I move to adjourn.

\* \* †† \* \* \*

Pres.—The motion is carried, and the meeting stands adjourned.

(At three o'clock, March 1, 19—, Mrs. Q., chairman of the committee on meetings for parliamentary practice, calls the meeting to order.)

Mrs. W.— For the benefit of the new members and our guests, the chair will state that it has been the custom of The Lotus Club to have a meeting on the first Saturday of every month, which should be devoted entirely to parliamentary practice. At these meetings, which are called meetings of the Parliamentary Practice Club, different members of the club preside and serve as secretary, and all understand that the motions made are entirely fictitious. Mrs. A., will you take the chair?

(Mrs. A. takes the chair.)

Mrs. A.— The Parliamentary Practice Club will please come to order. Whom will you nominate as secretary?

Mrs. B.— Madam President, \* I nominate Mrs. L.

Pres.— Mrs. L. is nominated. Are there other nominations?

Mrs. C.— Madam President, \* I nominate Mrs. M.

Pres.— Mrs. M. is nominated. Are there other nominations? (Pauses.) All in favor

of Mrs. L. serving as secretary, please say "aye." (Members respond "aye.") Opposed, please say "no." (Members respond "no.") The motion is carried. Mrs. L. is elected secretary. (Mrs. L. takes her place at the table.)

Pres.— We will listen to the reading of the minutes of the meeting of February 1, 19—.

(The minutes of February 1st are read.)

Pres.— Are there any corrections to these minutes? If there are none, the minutes stand approved as read. They are approved.

We will listen to the report of the corresponding secretary.

(The report is read.)

Pres.— If there is no objection, this report is accepted and will be placed on file.

We will listen to the report of the treasurer.

(The report of the treasurer is read.)

Pres.— If there is no objection, the report of the treasurer is accepted and will be entered in the minutes.

Are there any committees to report?

Mrs. Nelson.— Madam President, the committee to which was referred the motion that members of this club wear no

birds on their hats this spring is ready to report.

Pres.— We will listen to the report.

Mrs. Nelson (reads):

*To The Parliamentary Practice Club:*

Your committee to which was referred the motion that members of this club wear no birds on their hats this spring beg leave to report that, in their opinion, the club has no jurisdiction over its members as regards wearing apparel, and they therefore recommend that the further consideration of this question be indefinitely postponed.

Respectfully submitted,

Clara Nelson,

Mary Owen,

Estelle Parker.

Pres.— The report of the committee is accepted, and the question is now upon the motion which was referred to the committee, that members of this club wear no birds on their hats this spring. Are there any remarks?

Mrs. Owen — Madam President, \* I move that the further consideration of this motion be indefinitely postponed.

\* \* † † \* \* \*

Pres.— The motion is carried. Are there any other committees to report?

Mrs. N.— Madam President,\* Your committee appointed to examine the constitutions prepared by the members of the club, and to decide which one was the best, is ready to report.

Pres.— Please read the report, Mrs. N.

Mrs. N. (reads):

*To The Parliamentary Practice Club:*

Your committee appointed to examine the constitutions prepared by the members of the club, and to decide which one was the best, did not find its duties so arduous as might have been expected, as only fifteen members of the club submitted any constitutions. The committee very carefully examined these manuscripts, and selected two which it thought of equal merit, but somewhat different in character. These were prepared by Mrs. Young and by Mrs. Gleason, Mrs. Young having written a short constitution without by-laws, and Mrs. Gleason having written a short constitution and by-laws.

Alice Newman,  
Elizabeth Schuyler,  
Grace Barron.

Pres.— The report of the committee is accepted, and Mrs. Newman may read the constitutions which were selected by the committee as the best.

Mrs. Newman (reads): . . . .

Constitution prepared by Mrs. Young:

### CONSTITUTION.

#### Article I. Name and Object.

The name of this association shall be the ..... Women's Club. The object shall be self-improvement and mutual helpfulness.

#### Article II. Membership.

Any woman may be admitted to membership by vote of the club at any regular meeting, and the payment of dues.

#### Article III. Officers.

The officers of this club shall be a president, a vice-president, a secretary, and a treasurer.

These officers shall be elected at the annual meeting.

#### Article IV. Dues.

The dues of each member shall be ..... a year.

---

**Article V. Meetings.**

The annual meeting shall be held the first ..... of April in each year. Regular meetings shall be held at such time and place as may be decided by vote of the club.

**Article VI. Amendments.**

This constitution may be amended at any meeting by a two-thirds vote. By-laws may be adopted or amended at any meeting by a majority vote.

Constitution and by-laws prepared by  
Mrs. Gleason:

**CONSTITUTION.**

**Article I. Name.**

The name of this society shall be The Lakeville Civic Improvement Club.

**Article II. Object.**

The object shall be the promotion of the spirit of coöperation, and good will to the end that the club may raise the standard of civic life in this community.

**Article III. Membership.**

Any person who is in sympathy with the object of the club is eligible to membership.

The name must be proposed by a member at a regular meeting, but may not be voted upon until a subsequent regular meeting.

#### Article IV. Officers.

Section 1. The officers of this club shall be a president, a vice-president, a secretary, and a treasurer.

Sec. 2. All officers shall be elected by ballot, and shall continue in office one year, or until their successors are elected.

#### Article V. Meetings.

The annual meeting shall be held the first ..... of April in each year. Regular meetings shall be held weekly from October to May inclusive.

#### Article VI. Amendments.

This constitution may be amended at any annual meeting by a two-thirds vote. By-laws may be amended at any annual or regular meeting by a majority vote.

### BY-LAWS

#### Article I. Dues.

The annual dues of each member shall be ..... No member shall be entitled to

the privileges of the club whose dues for the current year have not been paid.

#### Article II. Duties of Officers.

Section 1. Officers shall assume the duties of their respective offices at the close of the last regular meeting in May.

Sec. 2. The president shall have general supervision of the work of the club and shall appoint a Program Committee and such other standing committees as the club may decide upon.

Sec. 3. The vice-president shall perform the duties of the office in the absence or disability of the president.

Sec. 4. The secretary shall keep a record of the proceedings of the club in a book to be provided by the club for that purpose.

Sec. 5. The treasurer shall keep an accurate account of all money received and disbursed. He shall pay out no money belonging to the club except upon the order of the club at an annual or regular meeting.

#### Article III. Program.

The Program Committee shall prepare a program for the club meetings, and submit the same to the club for approval.

Mrs. E.—Madam President, \* I move

that leather medals be presented to Mrs. Young and Mrs. Gleason.

\* \* ††

Mrs. F.— Madam President, \* I move to amend by substituting “silver” for “leather.”

\* \* ††

Mrs. G.— Madam President, \* I move to amend by substituting “bronze” for “silver.”

\* \* †† \* \* \*

Pres.— The motion is carried, and the question is upon the motion to amend by substituting “bronze” for “leather.” Any remarks?

\* \* \*

Pres.— The motion is lost. The question is now upon the motion that leather medals be presented to Mrs. Young and Mrs. Gleason. Any remarks?

\* \* \*

Pres.— The motion is carried.

What is your further pleasure?

Mrs. H.— Madam President, \* Was not the motion to present bronze medals carried?

Pres.— Mrs. Huntington is in the room

and has consented to serve as director today. The chair will ask Mrs. Huntington to answer that question.

Director — The motion to amend by substituting “bronze” for “silver” was carried. The motion to amend by substituting “bronze” for “leather” was lost. The original motion therefore was not changed, although two motions to amend had been made and voted upon.

Mrs. H.— Madam Director, did we not vote to present bronze medals?

Director — The motion to present bronze medals did not come to a vote. The motion to substitute “bronze” for “silver” was carried, but the motion to substitute “bronze” for “leather” was lost. Allow me to suggest that the same motions be offered and voted upon again, and that both motions to amend be carried. Then the main motion will be that Mrs. Young and Mrs. Gleason be presented with bronze medals.

Mrs. E.— Madam President, \* I move that leather medals be presented to Mrs. Young and Mrs. Gleason.

\* \* † †

Mrs. F.— Madam President, \* I move

to amend by substituting "silver" for "leather."

\* \* † †

Mrs. G.— Madam President, \* I move to amend by substituting "bronze" for "silver."

\* \* † † \* \* \*

Pres.— The motion is carried, and the question is upon the motion to substitute "bronze" for "leather." Any remarks?

\* \* \*

Pres.— The motion is carried. The question is now upon the motion that bronze medals be presented to Mrs. Young and Mrs. Gleason. Any remarks?

\* \* \*

Pres.— The motion is carried.

Mrs. I.— Madam President, \* Will you please explain what the motion for the previous question means?

Pres.— The director will please explain the motion for the previous question, and when the members wish to ask a question they will please address the director.

Director — The previous question is a technical term, which must be accepted because it is in common use. Its object is

to close debate, and the word previous does not refer to a motion previously made.

Pres.— What is your further pleasure?

Mrs. J.— Madam President, \* I move that this club subscribe for three of the standard magazines.

\* \* † †

Mrs. K.— Madam President, \* I move to amend by substituting *The World's Work*, *Harper's Magazine*, and *The Outlook* for “three standard magazines.”

\* \*

Pres.— It is moved and seconded to amend by substituting *The World's Work*, *Harper's Magazine*, and *The Outlook* for “three of the standard magazines.” Are there any remarks?

Mrs. L.— Madam President, \* I move to amend by substituting *Scribner's Magazine* for *The Outlook*.

\* \*

Pres.— It is moved and seconded to amend by substituting *Scribner's Magazine* for *The Outlook*. Any remarks?

Mrs. M.— Madam President, \* I move that this motion be referred to a committee.

\* \* † †

Mrs. N.— Madam President, \* I move that the further consideration of this motion be postponed until our next regular meeting.

\* \* † †

Mrs. O.— Madam President, \* I move the previous question.

\* \*

Pres.— The previous question is moved and seconded. This motion requires a two-thirds vote, and the members will bear in mind that if carried there can be no further debate.

Mrs. P.— Madam President, \* I move to lay this motion on the table.

\* \* † †

Mrs. Q.— Madam President, \* I move to adjourn.

\* \* † †

Mrs. R.— Madam President, \* I move that when we adjourn we adjourn to meet two weeks from to-day at three o'clock.

\* \* † †

Mrs. S.— Mrs. Huntington, is it correct to have all these motions made before any vote is taken?

Director — These eight motions may all

be made while the main motion is pending and before any vote is taken, but they can be made only in this order, for the reason that each one of these eight motions in the order offered is higher in rank than any of those which has preceded it. It is well to bear in mind, too, that the last motion of a series is always the first motion to be voted upon.

Pres.— Those in favor of the motion that when we adjourn we adjourn to meet two weeks from to-day at three o'clock, please say "aye," (Members respond "aye.") Those opposed please say "no." (Members respond "no.")

The motion is carried, and the question is upon the motion to adjourn.

\* \* \*

Pres.— The motion is lost. The question is now upon the motion to lay on the table.

\* \* \*

Pres.— The motion is lost. The question is now upon the motion for the previous question.

\* \* \*

Pres.— The motion is lost. The question is now upon the motion that the further

consideration of this question be postponed until our next regular meeting.

Mrs. T.— Madam President, \* I move to amend by striking out the word "regular."

\* \* † † \* \* \*

Pres.— The motion is carried, and the question is upon the motion that the further consideration of this question be postponed until our next meeting. Any remarks?

\* \* \*

Pres.— The motion is lost. The question is now upon the motion to refer to a committee. Any remarks?

\* \* \*

Pres.— The motion is lost, and the question is now upon the motion to amend by substituting *Scribner's Magazine* for *The Outlook*. Any remarks?

\* \* \*

Pres.— The motion is carried, and the question is now upon the motion to substitute *The World's Work*, *Harper's Magazine*, and *Scribner's Magazine* for the words, "three of the standard magazines." Are there any remarks?

\* \* \*

Pres.—The motion is carried, and the question is upon the motion that this club subscribe for *The World's Work*, *Harper's Magazine*, and *Scribner's Magazine*. Are there any remarks?

Mrs. U.—Madam President, \* I move to amend by substituting *The Christian Science Monitor* for *Scribner's Magazine*.

\* \* †† \* \* \*

Pres.—The motion is carried. The question is now upon the motion that this club subscribe for *The World's Work*, *Harper's Magazine*, and *The Christian Science Monitor*. Are there any remarks?

Mrs. V.—Madam President, \* I move that this motion be referred to a committee.

\* \* ††

Mrs. W.—Madam President, \* I move to amend by adding "of three to be appointed by the chair."

\* \* ††

Mrs. X—Madam President, \* I move the previous question.

\* \* †† \* \* \*

Pres.—The motion is carried. The question is now upon the motion to amend by

adding "of three to be appointed by the chair."

\* \* \*

Pres.— The motion is carried, and the question is upon the motion to refer this motion to a committee of three to be appointed by the chair.

\* \* \*

Pres.— The motion is carried. The chair will appoint the committee later.

Mrs. B.— Madam President,\* I should like to ask Mrs. Huntington what power a Board of Directors has.

Mrs. Huntington.— A Board of Directors has only such power as has been expressly delegated to it by the organization. Such power should be "affirmatively shown," and a board (or Executive Committee) has no right to assume that it has power to do everything which it is not prohibited from doing. The power which is not expressly granted to the board is reserved by the organization.

Mrs. D.— Madam President,\* I should like to ask the director to give us some information about electing delegates to conventions. Should delegates be elected first and then alternates?

Mrs Huntington will answer this question and others which the members may like to ask.

A. It saves time to elect the delegates and alternates on one ticket. A motion that has been used with success in one club for many years is something like the following: "I move that the club proceed to elect four delegates and four alternates to the state federation, and that the four receiving the highest number of votes be delegates, and the four receiving the next highest number of votes be alternates; that in case of a tie, the choice be decided by lot, and that the president be and is hereby authorized to fill all vacancies."

Q. If that motion is carried, is a majority vote necessary to elect?

A. No, a plurality vote would elect if that motion was carried.

Q. Should delegates be instructed?

A. That is a question of judgment, and depends very largely upon circumstances. In my opinion, it is generally unwise to place delegates in a position where they are not at liberty to exercise their own judgment after hearing questions discussed, but one can not lay down a rule on that subject.

Pres.—Are there other questions that the members would like to ask Mrs. Huntington?

Q. Should an unmarried woman be addressed as Miss President?

A. The title should be considered as part of the official designation, and should be Madam or Mrs. as preferred, never Miss.

Q. Is it correct for the recording secretary to make complimentary remarks about the papers read or addresses delivered?

A. The minutes should be a record of proceedings, and should express facts, not reasons or opinions.

Q. Have the members of a society a right to see the minutes?

A. The minutes are the property of the assembly, and the members have a right to examine them, but the convenience of the secretary should be considered.

Q. Can an informal ballot ever be made formal?

A. An informal ballot is only a nominating ballot, and should not be declared a formal ballot after the result is known. To avoid balloting the second time a motion may be made before the informal ballot is

taken, to the effect that if on the informal ballot one person receives a majority of all votes cast, he shall be declared elected.

*Q.* What is meant by a "casting vote?"

*A.* That is the term given to the vote cast by the president when the votes of the members are equally divided.

*Q.* What is cumulative voting?

*A.* Cumulative voting is that system by which each elector can give to one candidate as many votes as there are persons to be elected to a given office, or can distribute them as he pleases. It is used to some extent in Great Britain, and is allowable in certain kinds of stock companies in some of the states. It can never be used except by special enactment.

*Q.* Is a motion ever offered with a blank to be filled by suggestions?

*A.* I have never heard such a motion made, though there is good authority for so doing.

*Q.* Is it necessary for a society to have both constitution and by-laws?

*A.* It seems desirable though not absolutely necessary. The constitution is the written instrument embodying the fundamental rules and principles of the organi-

zation. The by-laws are additional rules subsidiary to the provisions of the constitution, and relate rather to matters of detail. Articles of agreement, whether called a constitution, charter, by-laws, or any other name, constitute a contract by which the members are bound together.

*Q.* If before a motion is seconded a member secures the floor and offers another motion, and if a third member rises and seconds the first motion, which motion should the chairman state?

*A.* The one which has been seconded.

*Q.* What do the terms malfeasance, misfeasance, and nonfeasance mean?

*A.* Malfeasance is the doing of an act which a person ought not to do. Misfeasance is the improper doing of an act which a person might lawfully do, and nonfeasance is the omission to perform an act which he ought to perform. These are terms which are not very frequently used in organizations.

*Q.* What qualifications should a member have to make a good president?

*A.* Many qualifications are desirable, among them that quality of leadership which enlists the interests and activities of

other members. Every club should have a divining rod, and if possible find among its members a composite of Solomon, Aristides, Lord Chesterfield, and — what name is a synonym for tact — perhaps you can supply it.

*Q.* Has a president a right to vote?

*A.* No member of an organization forfeits his right to vote by accepting an office. The president does not generally vote, except when the vote is by ballot or roll call. He hesitates to ally himself with either of two parties which are so evenly divided that his vote will decide a question.

*Q.* What are some of the common mistakes of an inexperienced presiding officer?

*A.* One mistake is that of omitting to repeat carefully the motion that has been offered; another is that of omitting to take the negative vote; still another very common error is the failure to state the result of a vote.

*Q.* Is it necessary for the president to repeat a motion in the exact words of the member by whom it is offered?

*A.* Presumably a member has offered his motion in the form in which he wishes it considered. If the phraseology is changed

by the presiding officer to such an extent that the mover of the motion is not satisfied, he should call attention to the fact at once, as the motion stated by the chair is the motion voted upon, rather than the motion in the form in which it was offered. Sometimes a president changes the form of a motion in such a way as to clarify the statement. This is usually acceptable to the mover, but a change comparable to the impromptu lines of an amateur Othello who paraphrased "Farewell! Othello's occupation's gone," into "S'long, Othello's lost his job," might reasonably be objected to.

Pres.—What is your further pleasure?

Mrs. O—Madam President, \* I move the adoption of the following resolution:

*Resolved*, That it is the sentiment of this club that its members should wear no birds on their hats this spring.

\* \*

Pres.—It is moved and seconded that the following resolution be adopted:

*Resolved*, That it is the sentiment of this club that its members should wear no birds on their hats this spring.

Miss P.—Madam President, \* I move to amend by striking out "this spring."

Mrs. Q.— Madam President, \* I move to amend by striking out “its members,” and inserting “women.”

Pres.— The motion can not be entertained at the present time.

(Miss P.’s motion is discussed, and put to a vote.)

Pres.— The motion is carried. The question is now upon the adoption of the resolution as amended. Are there any remarks?

Mrs. Q.— Madam President, \* I move to amend by striking out “its members,” and inserting “women.”

\* \* † † \* \* \*

Pres.— The motion prevails, and the question is now upon the adoption of the resolution as amended. Are there any remarks?

Mrs. R.— Mrs. President, will you please state the motion again?

Pres.— The secretary will please read the resolution.

Sec.— Mrs. President, shall I read the resolution as offered by Mrs. O., and the amendments that have been made?

Pres.— No, simply read the resolution as it now stands.

Sec.— *Resolved*, That it is the sentiment of this club that women should wear no birds on their hats.

Pres.— All those in favor —

Mrs. S.— Mrs. President, \* I move to amend by substituting the following:

*Resolved*, That it is the sentiment of this club that no woman should wear any bird or feathers of any bird, except those of the ostrich, on her hat.

\* \* ††

Mrs. T.— Madam President, \* I move to amend by substituting the following:

*Resolved*, That it is the sentiment of this club that women should not make use of birds or the feathers of birds for personal adornment.

\* \* †† \*\*\*

Pres.— The motion prevails. The question now recurs upon the motion to substitute the resolution offered by Mrs. T. for the resolution as read by the secretary. Is there any further discussion?

\* \* \*

Pres.— The motion prevails. The question is now upon the adoption of the resolution.

Mrs. U.—Madam President, \* I move the previous question.

\* \* † † \* \* \*

Pres.—The motion is lost. The question is now upon the adoption of the resolution.

Mrs. D.—Mrs. President, what resolution do you mean? Haven't we just voted on the resolution about wearing birds' feathers?

Pres.—The vote just taken was upon the motion to close debate. The resolution has not yet been voted upon.

Mrs. V.—Mrs. President, \* I move to lay on the table.

\* \* † † \* \* \*

Pres.—The motion is lost. The question is now upon the adoption of the resolution.

\* \* \*

Pres.—The motion is carried.

Mrs. W.—Madam President, \* As it is nearly time for adjournment, I want to make an announcement. The meeting of the Parliamentary Practice Club in April will be the last one for this club year. Several interesting topics have been assigned different members. One member is to give a short account of the origin of the English Parliament taking us back to the thirteenth

century; another will give some points of resemblance and some of contrast between the English Parliament and the United States Congress; another will give a short history of a bill from the time of its introduction in either house of the United States Congress until its passage or defeat; another will tell the difference between a simple, a joint, and a concurrent resolution; another will tell about the mace used in the House of Representatives. These will all be brief talks, no papers will be read.

I have to-day the explicit directions for writing minutes prepared by Mrs. Deming, whose work as recording secretary for The Lotus Club has been so acceptable, and whose records elicit the admiration of all who see them. The members who wish to do so can make a copy.

Pres.—Please read them, Mrs. Ward.

Mrs. Ward (reads):

1. Begin the minutes of each meeting at the top of a page.
2. Put the place and date of the meeting on the first line.
3. Do not omit the date of the meeting from the minutes on account of having put it above.

4. Leave a margin of about one inch at the left of the page.
5. Indent the first line of every paragraph about half an inch.
6. Be sure the margin and the indentations are the same from the top to the bottom of the page.
7. Make a separate paragraph for the statement of each separate motion.
8. Record the name of the mover of every motion.
9. Make a separate paragraph for the statement of each separate vote taken.
10. Use abbreviations very sparingly, if at all.
11. Use quotation and punctuation marks according to common usage.

(Mrs. Ward thanks Mrs. Huntington in behalf of the club.)

Mrs. Y.— Madam President, \* I move to adjourn.

\* \*

(Before putting the motion, the presiding officer also thanks Mrs. Huntington.)

† † \* \* \*

Pres.— The motion is carried. The meeting stands adjourned.

# X

## MINUTES

"A chiel's amang them takin' notes."—BURNS.

The average club member acting in the capacity of secretary often finds difficulty in determining what to record and what to omit, and also what form to use in entering the transactions of the club.

An error often made is that of attempting to record the discussion. This is an impossibility unless a stenographic report is taken, and is generally undesirable even if it were possible. Another common error is that of making such brief mention of letters received and reports submitted by officers and committees as to render the records incomplete, and therefore unsatisfactory for reference.

The minutes of the regular meetings of The Lotus Club held January 2, and January 9, 19—, of the annual meeting held January 16th, of the adjourned annual meeting held January 20th, of a regular

meeting held January 23rd, and of a special meeting held February 10th, are herewith presented as illustrative of the manner in which minutes may be kept.

Some societies prefer to have the secretary write in detail a record of everything which transpires, while others prefer a very brief report. Every secretary should aim to execute the wishes of the society of which she is an officer.

The forms here given do not include the discussion of any motion, but are believed to be sufficiently elaborate for the requirements of the average organization.

The advantage of having the minutes in numerous short paragraphs, properly indented, will be appreciated by any one who has had occasion to search records which have no index.

Lakeville, January 2, 19—.

A regular meeting of The Lotus Club was held in the club rooms, 76 Monroe Street, January 2, 19—.

The meeting was called to order by the president, Mrs. Loomis, at 3:15 o'clock.

There were about fifty-five members present.

The minutes of the regular meeting of

December 19, 19 — were read and approved.

The report of the corresponding secretary was read by Mrs. Parsons, accepted, and ordered placed on file.

The following report of the treasurer was read, accepted, and ordered entered in the minutes:

*To The Lotus Club:*

Your treasurer respectfully submits the following report of receipts and disbursements for the month of December:

December 1, Balance on hand.....	\$75.10
----------------------------------	---------

RECEIPTS

December 9, From Lecture Committee.....	\$27.00
December 21, From E. M. F., Dues	2.00

Total receipts .....	<u>29 00</u>
----------------------	--------------

Total .....	\$104.10
-------------	----------

DISBURSEMENTS

December 10, Paid L. B. & Co.....	\$24.00
December 18, Paid A. M. Foster....	<u>15.50</u>

Total Disbursements.....	\$39.50
December 31, balance .....	<u>64.60</u>

Total.....	\$104.10
------------	----------

Mary Kellogg, Treasurer.

Mrs. L. moved that a warrant be drawn on the treasurer for fifteen dollars in favor of C. D. White.

The motion was carried.

Mrs. Bond read a paper on "The Folly of Overwork," and Dr. L. G. Walton gave an address on "Municipal Responsibility for the Public Health."

Discussion followed.

There being no further business, the president declared the meeting adjourned at five o'clock.

Elizabeth Deming,  
Recording Secretary.

Lakeville, January 9, 19 —.

A regular meeting of The Lotus Club was held in the club rooms, 76 Monroe Street, January 9, 19 —.

The club was called to order by the president, Mrs. Loomis, at three o'clock.

There were about eighty-five members present and four guests.

The minutes of the meeting of January 2d were read and approved.

The report of the corresponding secretary was read, accepted, and ordered placed on file.

The following report of the treasurer was read, accepted, and ordered entered in the minutes:

*To The Lotus Club:*

The accounts of the treasurer for the fiscal year of 19— were closed December 31st, and the book in which the record of receipts and disbursements for the year had been kept, together with the warrants and vouchers, the bank book and cancelled checks, also the annual report of the treasurer, were placed in the hands of the auditor yesterday.

Respectfully submitted,

Mary Kellogg, Treasurer.

The Board of Directors reported having elected two associate members to the club, E. M. F., 490 Walpole Avenue, and H. L. J. 693 Fitch Street, and recommended the appointment of tellers to serve at the annual meeting.

The report of the House Committee, recommending that Madison Hall be secured for the annual meeting, was read.

Mrs. Taylor moved the adoption of the report.

Motion carried.

Mrs. B. moved that the president be authorized to appoint five tellers to serve at the annual meeting next week.

Carried.

Mrs. D. moved that the House Committee be instructed to procure a portable blackboard for use at the annual meeting.

Carried.

Mrs. G. moved to amend Article I of the by-laws by striking out section 3 which reads, "Dues for the current fiscal year must accompany all applications for membership."

The motion was lost by a vote of 45 to 26.

Mrs. I. moved to adjourn.

The motion was lost.

Mrs. K. moved that a committee of three be appointed by the chair whose duty it should be to recommend standing rules for the use of this club.

Motion was carried.

The chair appointed Mrs. Young, Mrs. Fowler, and Mrs. Gleason as such committee.

Upon request of Mrs. L. the proposed amendments to the constitution were read by the secretary.

On motion of Mrs. M. the club adjourned at five o'clock.

Elizabeth Deming,  
Recording Secretary.

Lakeville, January 16, 19—.

The annual meeting of The Lotus Club was held in Madison Hall January 16, 19—.

The club was called to order by the president, Mrs. Loomis, at three o'clock.

There were one hundred and twenty members present.

The minutes of the meeting of January 9th were read and approved.

The annual report of the recording secretary was read by Mrs. Deming, accepted, and ordered placed on file.

The annual report of the corresponding secretary was read by Mrs. Parsons, accepted, and ordered placed on file.

The treasurer, Mrs. Kellogg, read the following annual report:

*To The Lotus Club:*

Your treasurer respectfully presents the following report of receipts and disbursements for the fiscal year, January 1, 19—, to December 31, 19—:

January 1, 19—, balance on hand ..... \$43.19

## RECEIPTS

From dues.....	\$160.00
From proceeds of lecture course.	51.67
Total receipts.....	<u>211.67</u>
 Total .....	 <u>\$254.86</u>

## DISBURSEMENTS

For rent .....	\$130.00
For printing.....	35.14
For federation dues.....	19.00
For postage .....	6.12
Total disbursements.....	190.26
December 31, 19—, balance.....	<u>64.60</u>
 Total .....	 <u>\$254.86</u>

Mary Kellogg, Treasurer.

The following report of the auditor was read by Mrs. Welles:

*To The Lotus Club:*

This is to certify that I have examined the cash account of the treasurer, Mrs. Ed-

ward Kellogg, for the fiscal year of 19—and find the same to be correct. The total receipts for the year are shown to be two hundred fifty-four and  $\frac{86}{100}$  dollars, and the disbursements one hundred ninety and  $\frac{26}{100}$  dollars, leaving a balance on hand the 31st day of December of sixty-four and  $\frac{60}{100}$  dollars. I find vouchers for all disbursements except for four items for postage amounting to six and  $\frac{12}{100}$  dollars for which there are no receipts.

The balance of sixty-four and  $\frac{60}{100}$  dollars was in the First National Bank of Lakeville on December 31st.

Elizabeth Welles, Auditor.

The annual reports of the treasurer and the auditor were accepted, and ordered entered in the minutes.

The annual report of the custodian, Mrs. Walton, was read by the secretary, accepted, and ordered placed on file.

The first vice-president took the chair, and the president delivered her annual address. •

The president resumed the chair.

Mrs. O. moved to amend Article V, section 1, of the constitution, by striking out "January" and inserting "April."

Mrs. Q. moved to amend by substituting "February" for "April."

Mrs. S. moved to amend by substituting "October" for "February."

Mrs. U. raised the point of order that Mrs. S.'s motion was the third motion to amend, and therefore out of order.

The chair decided the point not well taken.

Mrs. U. appealed from the decision of the chair.

The chair was sustained.

The motion to substitute "October" for "February" was lost.

The motion to substitute "February" for "April" was carried by a vote of 47 to 35.

The motion to amend the constitution by striking out "January" and inserting "February" in Article V, section 1, was carried by a vote of 77 to 33.

Mrs. O. moved to amend Article V, section 2, of the constitution, by striking out "first week of May," and inserting "last week of April."

Motion was carried.

Mrs. X. moved to amend Article IV, section 1, of the constitution, by striking out "an auditor."

The motion was carried by a unanimous vote.

Mrs. X. moved to amend Article II of the by-laws by striking out section 7.

The motion was carried.

Mrs. B. moved to amend Article IV, section 3, of the by-laws, by striking out "d. Auditor."

Carried.

The president announced the appointment of the following members to serve as tellers: Mrs. Joyce, Mrs. Brainerd, Mrs. Wheeler, Mrs. Gilbert, and Mrs. Barnard.

Mrs. C. moved that all officers be voted for on one ticket.

Carried.

Mrs. E. nominated Mrs. Kenelm Winslow for president.

Mrs. F. nominated Mrs. William Hodges for first vice-president.

Mrs. G. nominated Mrs. John Rayner.

Mrs. H. moved that nominations for first vice-president be closed.

The chair declined to entertain the motion.

(To avoid a repetition of the preceding forms, the record of nominations for other officers is omitted.)

The chair declared the ballot closed.

Mrs. I. moved that the tellers be al-

lowed to withdraw to another room to count the ballots.

Carried.

Two members entered.

Mrs. K. moved that the two members be allowed to cast their ballots for officers, and it was so ordered.

Mrs. L. moved that when we adjourn we adjourn to meet next Saturday at four o'clock, at 76 Monroe Street.

The motion prevailed.

Mrs. Z. moved to reconsider the vote by which the motion, that when we adjourn we adjourn to meet next Saturday at four o'clock, at 76 Monroe Street, was carried.

The motion to reconsider was carried.

Mrs. B. moved to amend the motion by substituting "next Monday" for "next Saturday."

Carried.

The motion, that when we adjourn we adjourn to meet next Monday at four o'clock, at 76 Monroe Street, was carried.

Mrs. D. moved that the consideration of standing rules to be presented by the committee be made a special order for 4:30 o'clock next Monday.

The motion was carried.

Mrs. F. moved to adjourn.

The motion was carried; and the meeting adjourned at 5:30 o'clock.

Elizabeth Deming,  
Recording Secretary.

Lakeville, January 20, 19—.

An adjourned annual meeting of The Lotus Club was held at the club rooms January 20, 19—.

The president, Mrs. Loomis, called the meeting to order at four o'clock.

There were about seventy members present.

Mrs Joyce, Chairman of the Tellers, read the following report:

*To The Lotus Club:*

(The full report of all votes cast for each officer is entered here as a part of the minutes.)

Respectfully submitted,  
Susanna Joyce,  
Patience Brainerd,  
Mary Wheeler,  
Sarah Gilbert,  
Thankful Barnard..

The chair declared the following officers elected:

President, Mrs. Kenelm Winslow;  
First Vice-President, Mrs. William Hodges;  
Recording Secretary, Mrs. Anna Curtis;  
Corresponding Secretary, Mrs. Henry Andrews;  
Treasurer, Mrs. John Gallup;  
Custodian, Mrs. George Burroughs.

No one having received a majority of all votes cast for second vice-president, a ballot was taken for that officer, which resulted in the election of Mrs. William Potter.

Mrs. Young, Chairman of the Committee appointed to draft rules, presented the following report:

*To The Lotus Club:*

(The full report of the committee is entered here as a part of the minutes.)

Respectfully submitted,  
Lucy Young,  
Helen Fowler,  
Fanny Gleason.

Mrs. Young moved that the report of the committee be accepted, and the rules recommended be adopted.

Mrs. M. moved to amend Rule 3, by substituting the following:

A motion to reconsider a vote shall be in order only at the meeting at which the vote was taken, except when notice of intention to move to reconsider is filed with the secretary within forty-eight hours after adjournment, in which case it may be reconsidered at the first subsequent regular meeting, or an intervening special meeting.

Carried.

Mrs. N. moved that Rule 6 be made Rule 7, and Rule 7 be made Rule 6.

The motion was carried.

The rules as amended were adopted.

Mrs. O. moved to amend Article I, section 2 of the by-laws by substituting "April" for "March."

The motion was carried.

Mrs. S. moved to amend By-law VIII by striking out "The fiscal year shall be the calender year," and inserting "The fiscal year shall be from the first day of February of each year to the thirty-first day of January of the following year inclusive."

The motion was carried.

Mrs. O. moved that all ballots used in

the election of officers be destroyed by the secretary.

Motion was carried.

Mrs. Q. moved to adjourn.

The motion was carried, and the meeting adjourned at 5:30 o'clock.

Elizabeth Deming,  
Recording Secretary.

Lakeville, January 23, 19—.

A regular meeting of The Lotus Club was held in the club rooms, 76 Monroe Street, January 23, 19—.

The meeting was called to order at three o'clock by the president, Mrs. Winslow.

The minutes of the annual meeting of January 16th were read and approved.

The minutes of the adjourned annual meeting of January 20th were read.

Mrs. B. moved that the minutes be amended so as to read that on the ballot for treasurer Mrs. D. received three votes and Mrs. C. two.

Motion was lost.

Mrs. I. stated that the motion to adjourn

was made by Mrs. H., and not by Mrs. L., and the change was made.

The minutes as corrected were approved.

The president presented the following communication:

(The full communication as read by the president is a part of the minutes.)

Ellen Winslow, President.

The report of the corresponding secretary was read and ordered placed on file.

A letter from the Educational Committee of the General Federation of Women's Clubs, presented by the corresponding secretary, was read, and referred to the Program Committee.

At 3:30 o'clock Mrs. M. called for the order of the day.

Mrs. O. read a paper on the subject of "Individuality in Dress," and Mrs. F. read a paper on the subject, "Is Gossip Beneficial to Society?"

Mrs. G. moved that the club revert to the order of Miscellaneous Business.

The motion was carried.

Mrs. G. moved that the standing rules of the club be amended by striking out Rule 10.

Mrs. H. moved to adjourn.

The motion was carried, and the meeting adjourned at seven minutes after five o'clock.

Anna Curtis, Recording Secretary.

Lakeville, February 10, 19—.

A special meeting of The Lotus Club was held at the club rooms, 76 Monroe Street, Lakeville, February 10, 19—.

The meeting was called to order by the president, Mrs. Winslow, at 3:40 o'clock.

There were eighty members present.

The secretary read the following call for the meeting:

(The call as printed in Chapter IX is entered in full in the minutes.)

The secretary stated that notices stating the purpose of the meeting had been sent by mail to every member of The Lotus Club.

The following communication from the Common Council was read by the secretary:

(The communication from the Common Council as printed in Chapter IX is entered in full in the minutes.)

After some informal discussion as to the

kind of a celebration it would be possible to arrange for, and the probable expense, Mrs. N. moved that the secretary be instructed to send a communication to the Common Council stating that The Lotus Club would take entire charge of the celebration of the Fourth of July this year, on the condition that the Common Council prohibit the sale and use of fireworks.

Among those who spoke in favor of the motion were Mrs. A., Mrs. L., and Mrs. J.

Among those who spoke against the motion were Mrs. C. and Mrs. W

The motion was carried.

Mrs. W. announced that Mrs. Wiley Huntington would probably be present at the meeting of the Parliamentary Practice Club on Saturday, March 1st, and would conduct the parliamentary drill.

Mrs. R. moved to adjourn.

The motion was carried. The meeting adjourned at 4:40 o'clock.

Anna Curtis, Recording Secretary.

## INDEX

"A book without an index is like a compass box without the needle."

- Accept**, motion to, 22, 23, 54, 99, 119.
- Active membership** as prescribed in constitution, 9, 10.
- Acts** in conflict with statutes, 6.
- Adding**, motion to amend by, 74.
- Adjourn**, motion to, 65, 70, 82, 109, 117, 119, 120, 121.
  - as used in daily sessions, 171.
  - can not be amended, 83
  - never debatable, 83.
  - to a specified time, 84, 100, 121.
- Adjournment**, effect of, on pending motions, 82.
  - how accomplished, 24, 83.
  - motion to fix time of, 65, 84, 108, 109.
- Adopting** report, 55, 100.
- Allow** the withdrawal of a motion, motion to, 66, 92, 118, 120
- Amend**, motion to, 56, 57, 66, 70, 71, 72, 73, 74, 75, 76, 90.
  - becomes a main motion, when, 75.
  - by adding, 74.
  - by inserting, 74.
  - by striking out, 74.
  - by substituting, 74.
  - constitution or by-laws is main motion, 75.
  - defined, 72.
  - erroneous forms of making, 75.
  - minutes, 82.
  - must apply to last motion stated, 74.
  - must be germane, 72.
  - precedence of, 70.
  - to amend the, 70.
- Amendable**, motions not, 72.
- Amendatory** motions, 66, 69.
- Amending** constitution and by-laws, 75, 159.
- Amending** recommendations of committee, 56.
- Announcing** result of vote, 149.
- Appeal**, 67, 87, 96.
  - decision of chair subject to, 96.
  - how disposed of, 97.
  - how made, 96.

**Appointing committees**, 44, 45, 46.  
 tellers, 171.

**Approve the minutes**, motion to, 101, 117.

**Assemblies**, different kinds of, 4.

**Associate membership** as prescribed in constitution, 9, 10.

**Auditing** of treasurer's report, 23.

**Auditor**, duties of, as prescribed in model by-laws, 15.

**Auxiliary societies** in relation to main organization, 8.

**Ballot**, advantage of voting by, 138.  
 ball, 139.  
 blank, 144.  
 box may remain on table, 139.  
 electing to membership by, 138-140.  
 electing officers by, customary, 140.  
 for person not nominated, 144.  
 form for report of, 146, 147, 148, 149, 150.  
 illegal, defined, 144.  
 informal should not be declared formal, 236.  
 may be made for one or more officers, 149.  
 motion that secretary cast, 140.  
 motion that tellers destroy, 208.  
 preferential, 152.  
 form for, 153.  
 model, 13, 19.  
 recount of, 156.  
 should be preserved, 156.

**Blanks**, credential, 168.  
 motion for filling, 66, 90.  
 voting on, 160.

**Board** of directors, how composed, 45.  
 power of, 234.  
 report, precedence of, 46.

**Business** how introduced, 64, 70.  
 how resumed after interruption by question of order, 86.  
 how resumed at adjourned meeting, illustration of, 201.  
 not in order while ballots are being counted, 172.  
 order of, as prescribed by by-laws, 17, 18.  
 order of, illustrated, Chap. IX.  
 unfinished, 78, 84.  
 which can be transacted at adjourned meetings, 165.

**By-Laws**, amending, as prescribed in model constitution, 13.  
 form for, 224.  
 model, 13, 19.  
 motion to amend, 57, 75.  
 revision of, 61.

**Call for a division of the house**, 184.  
 division of the question, 93, 118, 120.  
 meeting, 31, 37.  
 the order of the day, 86.

# INDEX

267

reading of papers, 56, 93, 118, 126.  
"Mr. 20.  
"Question," 39.  
Calling roll for record of attendance, 21.  
Casting vote, 237.  
<sup>1, 9, 10</sup> Caution to young parliamentarian, 177.  
Censure, vote of, 129.  
Chair, the, 27.  
Chairman, duties of, 28.  
    how addressed, 27.  
    of committee, duties of, 50.  
    how appointed, 48.  
    the first member named, 48, 204.  
    of Committee of the Whole, 62.  
    of tellers, 171.  
    of temporary organization, 173.  
Changing a vote, 138.  
Classification of motions, 65-68.  
Close debate, motion to, 67, 97, 120, 122.  
Close nominations, motion to, 162, 119, 120.  
Commit or refer, motion to, 57, 66, 70, 71, 76, 85, 130.  
    admits of full debate, 130.  
    becomes a main motion, when, 77.  
    effect of affirmative vote on, 76.  
    form of, 76.  
    may be amended, 77.  
    precedence of motion to, 70.  
    when in order, 76.  
Committee, appointed to act, 48.  
    chairman to appoint meeting of, 49.  
        duties of 50  
    close session of, 63.  
    credential, 167.  
        report, 160.  
    discharged without motion, 60.  
    for deliberation, 48.  
    form of motion creating special, 76, 185.  
    form of motion to refer to standing, 76.  
    house, duties of, as prescribed in model by-law, 17.  
    how appointed, 44, 45, 46.  
    may ask for instruction, 60.  
    may be discharged before reporting, 51.  
    meetings of, 49.  
        chairman to appoint time of, 49.  
        during time of assembly meetings, 49.  
        motion to terminate session of, 88.  
        procedure in, 50.  
    members of, must be notified of meetings, 49.  
    membership, duties of, as prescribed in by-laws, 16.  
    minority report of, 58.  
    nominating, 172.

**INDEX**

program, duties of, as prescribed in by-laws, 16.  
quorum of, 49.  
referred to a, 23.  
report of, 23.  
    can not be amended by assembly, 55  
    consideration of, 54.  
    contents of, 51.  
    forms for, 52, 53.  
    how addressed, 51, 52, 53.  
may be entered in minutes or filed, 36.  
may be recommitted, 54.  
motion on, must be appropriate, 54, 56.  
    to accept, 54.  
    to adopt, 55.  
    to adopt recommendations of, 55.  
    to enter in minutes, 55.  
    to file, 55.  
    to receive, 55.  
    to recommit, 59.  
    to recommit, may include instruction,  
**Committee of the Whole**, advantage of, 61.  
    chairman of, 62.  
    form of motion to go into, 62.  
    motion to close meeting of, 63.  
    motions not in order in, 63.  
    motions permissible in, 63.  
    organization of, 61.  
    origin, 60.  
    power of, 62.  
    quorum for, 62.  
    record of proceedings, 61.  
    reports of, 62.  
    rules governing debate in, 62.  
**Committees**, advantage of having, 43.  
    appointment of, 44.  
    care of manuscripts referred to, 60.  
    consist of odd numbers, 60.  
    different kinds of, 44.  
    duties of, should be defined, 45.  
    for action, how composed, 48.  
    for deliberation, how composed, 48.  
    must meet, 49.  
    obligation of members to serve on, 47.  
    power of, 50.  
    president often a member of, 47.  
    president's right to vote on, 47.  
    secretary must record names of, 47.  
    special, defined, 46.  
    special, how created, 46.  
    standing, defined, 44.  
    standing, how created, 45.

**Communications** from members, 22.  
    from president, 21, 25.  
    from societies or individuals outside the organization, 22.  
    how disposed of, 22.  
    three ways of recording, 36.

**Complemental motions**, 66, 69.

**Consideration**, informal, 102.  
    motion under immediate, 70.  
    objection to, 66, 80, 118, 119, 120, 121, 122.  
    reading papers under, 66, 93, 118, 120.

**Constitution**, and incorporating statute compared, 6.  
    amending, 7, 13, 75, 159.  
    forms for, 222, 223.  
    signing the, 174.

**Constitution** and by-laws, advantage of having, 6, 7, 237.  
    model for unincorporated clubs, 9.  
    must conform to state law, 6.  
    necessary for all societies, 6, 7.

**Convention**, preparation of program for, 26.

**Conventions**, annual or biennial, 167.

**Credentials**, 167.  
    blank form for, 168.  
    committee, how appointed, 167.  
    committee, report of, 169.

**Custodian**, duties of as prescribed in by-laws, 16.

**Debate**, close, motion to, 67, 97.  
    essentials of good, 124.  
    extend, motion to, 97.  
    full, allowed on what motions, 130.  
    limit, motion to, 67, 97.  
    limited, allowed on what motions, 130.  
    member whose motion is under consideration must be given  
        preference in, 127.  
    member entitled to close, 128.  
    motion relative to, 69.  
    motion to close, 67, 97.  
    motion to extend, 97.  
    motion to limit, 67, 97.  
    object of, 123.  
    objectionable words used in, 129.  
    personalities in, 125.  
    rules for recognizing members in, 127.  
    when in order, 126.

**Declaring result of vote**, 134; also Chap. IX.

**Declinatory motions**, 66, 69.

**Delegates** and credentials, 167.  
    rule for electing, 205, 234.

**Diagram** of motions for ready reference, vi and vii.  
    of vote taken by roll call, 136.  
        explanation, 137.

**INDEX**

**Dilatory motions**, 66, 69.  
**Discussion** (*see Debate*).  
**Division of the house**, 133, 184.  
     of the question, 67, 93, 118, 120.

**Electing members**, 138.  
     officers, 140, 202.

**Enter in the minutes**, motion to, 100, 119.

**Etiquette parliamentary**, in debate, 125.

**Exceptions to general rules**, 116.

**Excused from voting**, requests to be, 137.

**Executive session**, motion to go into, 108.

**Expulsion of members**, 40.

**Expunge**, motion to, 101.

**Extend or limit debate**, motion to, 67.

**Filing reports**, 36.

**Filling blanks**, 66, 90, 160.

**Fiscal year as prescribed in by-laws**, 19.

**Fix the time of adjournment**, motion to, 108.  
     the time or place to which to adjourn, motion to, 65, 70, 71,  
     82, 84.

**Form for addressing the presiding officer**, 27.  
     alluding to members, 40.  
     announcing miscellaneous business, 183, 189.  
     announcing result of vote taken by silent assent, 179.  
     announcing subjects for talks at subsequent meetings, 243.  
     appeal from decision of chair, 96, 191.  
     appointing tellers, 195.  
     appointment of committee by chair, 186, 211.  
     approving minutes, 179.  
     call for special meeting, 215.  
     calling assembly to order, 179.  
     calling for division of the house, 184, 192.  
     calling for order of the day, 213.  
     committee to request more time, 51.  
     conducting a mass meeting, 172.  
     considering a series of paragraphs, 206.  
     constitution and by-laws, 222, 223, 224.  
     credentials to convention, 168.  
     deciding a question of order, 197, 227.  
     declaring the result of a vote, 201.  
     declining to entertain motion, 196, 241.  
     electing members by ballot, 138.  
     following order of business, Chap. IX.  
     giving a notice, 216.  
     making nominations, 196, 218.  
     minutes of proceedings, Chap. X.  
     preferential ballot, 153.  
     presentation of report of communication by corresponding  
        secretary, 212, 215.

presentation of report of special committee, 202, 219, 221.  
previous question, 230, 233, 243.  
putting motion to vote by division of house, 185.  
putting motion to vote by roll call, 135.  
putting motion to vote by "The usual sign", 133.  
putting motion to vote by voices, 133.  
raising a question of order, 95, 191.  
raising a question of privilege, 186.  
repeating a motion, 109.  
report of balloting for officers, 201, 219.  
report of board of directors, 181.  
report of corresponding secretary, 179.  
report of house committee, 181.  
report of treasurer, 180, 248, 253.  
resolution or Written motion, 110.  
seconding a motion, 113, 182, 183.  
stating a motion, 182.  
voting by ballot, 196.  
voting by roll call, 135.  
voting by silent assent, 132.  
voting on an appeal, 96, 191.  
withdrawing a motion, 92.  
written motion, 110.

**F**orm of making motion to adjourn, 185, 187, 209.  
adjourn to a specified time, 198, 230.  
adopt recommendations of committee, 182, 206.  
adopt resolution, 110.  
amend, 190, 191, 192, 199, 206, 214, 226, 228, 229, 240, 241, 242.  
amend by-laws, 184, 194, 195, 208.  
amend constitution, 190, 193.  
amend minutes, 210.  
appoint committee, 185.  
appoint tellers, 183.  
commit or refer, 76, 212, 229, 233.  
lay on the table, 230.  
make a special order, 89.  
postpone indefinitely, 220.  
postpone to a time certain (definitely), 78.  
raise the question of consideration, 80.  
reconsider, 106, 199, 203.  
report of auditor, 253.

**G**eneral and special sessions, 176.

**G**ermane, motion to amend must be, 72, 75.

**H**onorary membership as prescribed in by-laws, 9, 10.

**I**ncidental motions, 66, 69, 91.

**I**ncorporation, advantages of, 5.

disadvantages of, 5.

how effected, 5.

**I**ndefinitely postpone, motion to, 66, 85, 90, 119, 130, 229.

## INDEX

**Informal consideration**, 102.  
    compared to committee of the whole, 102.  
    order of procedure during, 102.

**Inserting** to amend by, 74.

**Introduction of business**, 64.

**Lay on the table**, motion to, 23, 66, 70, 81, 85, 105, 119, 120, 234  
    effect when applied to motion to amend minutes, 82.  
    effect when applied to an appeal, 81.  
    effect when applied to a question of privilege, 82.  
    usually takes everything from consideration, 81.

**Limit debate**, motion to, 67, 97, 120, 122.

**Literary** program led by person other than president, 24.

**Main motion**, 65, 68.

**Majority** and plurality compared, 162.

**Make a special order**, motion to, 66, 88, 122, 130.

**Malfeasance**, defined, 238.

**Mass meetings**, 172.

**Meetings** adjourned, 165.  
    annual, 165, 167, 187.  
        daily sessions of, 166.  
        order of exercises, 25.  
        order of exercises as prescribed in by-laws, 18.  
    called by president, 31.  
    conventions, annual or biennial, 167.  
        appointment of tellers, 171.  
        delegates and credentials, 167.  
        electing officers, 171.  
        eligibility of a delegate, 170.  
        motion to adjourn, 171.  
        nominations for officers, 172.  
        printed program, 170.  
        recess may be taken, 172.  
    duties of presiding officer, 28.  
    notices for, 37.  
    mass, 172.  
    regular, order of exercises as prescribed in by-laws, 17.  
        what business may be transacted, 164.  
    special, order of exercises, 165.  
        what business may be transacted, 164.  
    of state and national organizations, 166.  
    of committees, 49.  
        procedure in, 50.

**Member** does not vote on questions concerning himself, 40.  
    may be asked to withdraw for cause, 40.

**Members** ask to be excused from attendance, 41.  
    calling names of, 40, 125.  
    charges against, 40.  
    duties and responsibilities of, 39, 127.  
    duty of, as to voting, 131.

electing, 138.  
equal in rank, 125.  
expulsion of, 40.  
must address remarks to presiding officer, 128.  
names of, not mentioned in debate, 40.  
not nominated may be elected, 142, 145.  
sit when point of order is raised, 95.

**Membership**, provisions concerning in constitution, 9.  
withdrawal from, 22.

**Minority** reports, 58.

**Minutes**, 34, 132, 174, 236, 244, Chap. X.  
amend, motion to, 82.  
approve, motion to, 101, 117.  
enter in the, motion to, 100, 119.  
how recorded, 34.  
reading of the, 21.  
recording communications in the, 36.

**Miscellaneous business**, 24, 183, 215.

**Misfeasance**, defined, 238.

**Motion** and resolution compared, 109.  
can not be renewed, 90.  
changing words of, 30, 239.  
different steps of, 113.  
form for making, 113.  
form of, 109.  
in possession of assembly when, 113.  
may not be made or discussed by presiding officer, 21.  
phraseology of, changed by president, 30, 239.  
seconding a, 113.  
stating and putting the, defined, 114.  
under immediate consideration when, 70.  
when in order, 31.

**Motions**, accept and place on file, 23.  
accept and enter in the minutes, 23.  
accept committee report, 54, 99, 119.  
accept resignation from office, 22.  
accept withdrawal, 22.  
adjourn, 24, 65, 70, 82, 105, 117, 119, 120.  
adjourn to a specified time, 109.  
adopt a constitution, 159.  
adopt report, 56, 100.  
allow the withdrawal of a motion, 66, 92, 118, 120.  
amend, 56, 57, 66, 70, 71, 72, 73, 74, 75, 76, 85, 90, 111, 119, 121,  
130.  
amend by-laws, 57, 75.  
amend minutes, 82.  
appeal, 67, 96, 118, 119, 120, 130.  
approve minutes, 101, 117.  
close debate, 67, 97, 120, 122.  
close nominations, 102, 119, 120.  
close session of committee, 63.

**INDEX**

commit or refer, 57, 66, 70, 71, 76, 85, 130.  
 consider a question out of its proper order, 110, 120, 121.  
 divide a question, 67, 93, 118, 120.  
 enter in the minutes, 100, 119.  
 expunge from the records, 101.  
 extend, limit, or close debate, 67, 97, 120, 122.  
 filling blanks, 66, 90, 118, 119.  
 fix time of adjournment, 108.  
 fix time or place to which to adjourn, 65, 70, 71, 82, 84, 112, 120.  
 give leave to speak after disorderly speaking, 110, 120.  
 give leave to speak out of order, 110, 120.  
 go into Committee of the Whole, 62.  
 go into executive session, 108, 119, 120.  
 informal consideration, 102.  
 lay on the table, 66, 70, 81, 85, 105, 119, 120, 130.  
 limit debate, 67, 97, 120, 122.  
 make a special order, 66, 88, 122, 130.  
 manner of voting, 98, 118.  
 nominations, 102, 117, 128, 110.  
 objection to consideration, 66, 89, 118, 119, 120, 121, 122.  
 order of the day, 65, 86, 118, 119, 120.  
 place on file, 22, 100, 119.  
 postpone definitely (to a time certain), 57, 66, 70, 71, 85, 130.  
 postpone indefinitely, 66, 85, 90, 119, 130.  
 previous question, 70, 78, 85, 119, 120, 121.  
 question of privilege, 65, 82, 118, 119, 120, 130, 186.  
 question or point of order, 67, 95, 112, 118, 119, 120, 130, 191.  
 ratify, 108.  
 reading of papers, 66, 93, 118, 120.  
 receive, 55, 99, 119, 121.  
 recommit, 88.  
 reconsider, 104, 118, 119, 121, 130, 203.  
 refer, 130.  
 rescind, 107.  
 rise, 65, 88, 117, 119, 120.  
 special committee, 46.  
 strike out and insert, 94.  
 suspend a rule, 66, 91, 119, 121.  
 take from the table, 103, 119, 121.  
 take a recess, 65, 88, 117, 120.  
**Motions**, list of, most frequently used, 67.  
 amendatory, 66, 69.  
 complementary, 66, 69.  
 debatable, 71.  
 declinatory, 66, 69.  
 dilatory, 66, 69.  
 incidental, 66, 69, 91.  
 main, 65, 68.  
 not amendable, 118.  
 not debatable, 71, 85, 119, 120.  
 on which question of consideration can not be raised, 117.

# INDEX

275

ordinary main, 65, 68.  
privileged main, 65, 68, 85.  
relative to voting or debate, 67, 69.  
subsidiary, 66, 68.  
which can not be reconsidered, 121.  
which may be made without a quorum, 117.  
which may be made without securing the floor, 118.  
which need no second, 118.  
which require a majority vote, 72.  
which require a two-thirds vote, 72, 121.

**Motions**, classification of, 65-68.  
considered under unfinished business, 24.  
cut off by adjournment, 24.  
exceptions to general rules, 116.  
formalities in making, 111.  
permissible in Committee of the Whole, 63.  
precedence of, 67, 69.  
reduced to writing, 109, 115.  
should be affirmative, 110.  
stated by presiding officer, 29, 30.

**Nominations**, 102, 142, 152.  
**Nonfeasance**, defined, 238.  
**Not**, inserting, as amendment, 111.

**Objectionable words**, 129.  
**Objection to consideration of the question**, 66, 89, 118, 129, 130, 131, 122.  
effect of affirmative vote on, 89.  
effect of negative vote on, 90.  
time for making, 89.

**Office**, resignation from, 22, 23.  
**Officers** assume duties when, 172.  
duties of, as prescribed in model constitution, 14.  
election of, 140, 202.  
form of reporting, 144, 149, 202, 219.  
nominations, 102, 142, 152, 196, 218.  
of temporary organization, 174.  
reports of, 22, 25.

**Offices** may be created, 38.  
**Order of business** (*see Order of exercises*).  
**Order of exercises**, 25.  
annual meeting, 24.  
annual meeting as prescribed in by-laws, 18.  
object of, 20.  
regular meeting as prescribed in by-laws, 17.  
special meeting, 165.

**Order of the day**, 65, 86.  
general and special, 86.  
member may call for, 86.

**Order**, question or point of, 67, 95, 112, 118, 129, 120, 130, 191.  
form for raising, 95.  
presiding officer may decide, 96.  
presiding officer may submit to vote, 96.  
**Order** must be preserved, 94.  
**Ordinary** main motions, 65, 68.  
**Organizations** relation to auxiliary societies, 8.  
**Organizing** a society, 173.

**Parliamentary etiquette**, 125.  
law, authority for, as prescribed in by-laws, 10.  
compared to civil law, 2.  
principles of, 3.  
the result of experience, 2.  
rules, necessity of, 1.  
tactics, 42.

**Place on file**, motion to, 100.

**Plurality** defined, 162.  
and majority compared, 162.

**Point of order** (*see Question of order*).

**Postpone** definitely, motion to, 66, 70, 77.  
effect of affirmative vote, 78.  
form, 78.  
precedence of motion to, 70.

**Postpone** indefinitely, motion to, 66, 90.  
compared with objection to consideration, 89, 90.

**Preamble** form of, 110.  
voting on, 158.

**Precedence** of motions, 67, 69.

**Preferential ballot**, 153.

**President** allow vice-president to preside, 30, 32, 180.  
a member of committees, 32, 47.  
appoints all standing committees, 31.  
calls special meetings, 31.  
calls vice-president to chair, 30.  
communications from the, 21, 25.  
duties of, 28.  
how addressed, 27.  
may not make or discuss a motion, 21.  
qualifications of, 29.  
signs with secretary all formal communications, 31.  
the ideal, 29.

**Presiding officer**, announces result of vote, 113.  
custom as to standing, 29.  
duties of, 28.  
establishes and maintains order, 94.  
form of address for, 28.  
how addressed, 27.  
instructing the assembly, 30.  
leaving the chair, 30, 32, 180.

## INDEX

271

recognizing members, 29, 112, 127.  
rights forfeited by, 30.

**Previous question**, 70, 228.  
effect of affirmative vote, 79.  
form for, 79.  
meaning of, 78.  
when in order, 80.

**Privilege** questions of (*see Questions of privilege*).

**Privileged** motions, 65, 68, 85.

**Program**, literary, conducted by one other than president, 24  
should be adopted, 170.

**Putting** a motion, 114, 115.

**Question** and motion explained, 109.  
**Question** of order, 67, 95, 112, 118, 119, 120, 130, 191.  
forms for raising and deciding, 95.  
must be raised when, 95.

**Questions** of consideration, 117.

**Questions** of privilege, 65, 87, 118, 119, 120, 130, 186.  
and of order, compared, 87.  
explanation, 87.  
form of rising to, 186.

**Quorum** at committee meetings, 49.  
defined, 161.  
for Committee of the Whole, 62.  
how determined, 21.  
prescribed in constitution, 12.  
when necessary, 117.

**Rank** of various motions, 67, 69.

**Ratify**, motion to, 108.

**Reading** of papers, 66, 93, 118, 120.  
illustration of, 179.

**Receive**, motion to, 55, 90, 110, 121.

**Recess**, motion to take, 65, 88, 117, 120.

**Recognition** of a member (giving the floor) 112.  
rules for, in debate, 112.

**Recommit** motion to, 59, 88.

**Reconsider**, motion to, 104, 118, 119, 121, 130, 203.  
by whom made, 104.  
effect of affirmative vote, 104.  
form for, 106, 107.  
limit of time within which to make, 105.  
may be made but once, 106.  
to what applicable, 104.  
when in order, 104.  
when full debate allowed, 105.  
when not debatable, 107.

**Records** or minutes, 34.

**Records**, three ways of keeping, 36.

**Recount** of ballots, 156.

**INDEX**

**Refer**, to (*see Commit.*)  
**Regular meetings**, 164.  
**Renewal of a motion**, 90.  
**Reports of committees**, 23.  
     of officers, 22, 25.  
         motions upon, 99, 100.  
**Rescind**, motion to, 107.  
**Resignation from office**, 22, 23.  
**Resolutions**, form of, 110, 240.  
     voting upon, 158, 241  
         voting upon, and preamble, 158.  
**Rights of individual members in a local society**, 8.  
**Rise**, motion to, 65, 88, 117, 119, 120.  
**Roll call for attendance**, 21, 37.  
     for voting, 135.  
**Roll**, marking the, 135, 137.  
**Rule**, defining what is germane, 72.  
     motion to suspend a, 66.  
**Rules**, authority for special, 4.  
     freedom of unincorporated societies in adopting, 3.  
     must conform to statutory requirements, 4.  
     of courtesy and good breeding always in force, 49.  
     parliamentary, the result of experience, 2.  
     special, necessary to control debate, 127.  
     standing, form for, 203.  
     why accepted, 3.

**Secondary motions**, 82.  
**Seconding a motion**, form for, 113.  
     must secure the floor for, 113.  
**Secretary**, corresponding duties of, 42.  
     duties of, as prescribed in by-laws, 14.  
     federation, 38.  
     financial, 38.  
     motion that, cast ballot, 140.  
     of committee, 59.  
     pro tempore, 34.  
     recording, duties of, 33.  
         duties of, as prescribed in by-laws, 14.  
         duties of, as prescribed in Rules, 203.  
**Securing the floor**, 111, 113.  
**Sessions**, general and special, 176.  
**Silent assent**, voting by, 132.  
**Societies**, auxiliary, in relation to main body, 8.  
     rights of individual members in, 8.  
**Special meetings**, 164, 176, 214.  
**Special order**, 21.  
     motion to make, 66, 68.  
**Spread upon the records** (*see Enter in the minutes*).  
**Standing rules**, form for, 203.

# INDEX

279

**State law for incorporation**, 5.  
**Stating a motion**, 113, 114.  
**Strike out and insert**, 94.  
**Striking out**, to amend by, 74.  
**Subsidiary motions**, 66, 68.  
**Substituting** to amend by, 74.  
**Suspend a rule**, motion to, 66, 91.  
**Sustaining the chair**, 163, 191.

**Table**, motion to lay on, 23, 66, 70, 81, 85, 105, 119, 120.  
affirmative vote carries what, 81.  
**Take a recess**, motion to, 65, 88, 117, 120.  
**Take from the table**, motion to, 103, 119, 121.  
purpose of, 103.  
effect of affirmative vote, 103.  
**Tellers**, 135, 143, 171.  
by whom appointed, 171.  
dividing work of, 171.  
rule authorizing appointment of, 205.  
**Temporary organization**, 174.  
**Tie vote**, 151, 163.  
**Treasurer**, duties of, 38.  
duties of, as prescribed in by-laws, 15.  
report of, 23, 25.  
**Two-Thirds vote**, 163.

**Unfinished business**, 24, 78.  
**Unincorporated societies freedom in adoption of rules**, 5.

**Vacancies**, filling, as prescribed in constitution, 12.  
**Vice-president**, duties of, 32.  
presides by courtesy of president, 32.  
takes chair when president makes address, 30, 38.  
**Visitors withdraw during executive session**, 168.

**Viva-voce**, vote, 132.

**Voluntary assemblies**, 4.

**Vote**, "casting", 237.  
changing a, 138.  
counted by secretary, 37.  
counting when, by division, 135.  
declaring result of, 134.  
explaining a, 137.  
majority, defined, 161.  
and plurality compared, 162.  
of censure, 120.  
of society on disbursing money, 39.  
on motions, 29.  
plurality defined, 162.  
presidents, 30, 156, 239.  
procedure when, is in doubt, 134.  
tacit, is on prevailing side, 131.

tie, defined, 163.  
tie, procedure in case of, 151.  
two-thirds, defined, 163.

**Voting** a duty and a privilege, 41.  
a quorum necessary, 161.  
by proxy, 157.  
by "usual sign", 133.  
counting of ballots, 143-150.  
cumulative, 237.  
defined, 131.  
division, 132, 135.  
    roll call, 132, 135.  
    show of hands, 132, 135.  
    silent assent, 132.  
    standing, 132, 135.  
    voices, 132, 133.  
duties of members as to, 41, 131.  
for election of members, 138-140.  
for election of officers, 140.  
manner of, motion to provide for, 98.  
may be several polling places, 142.  
methods of, 91, 132.  
    ballotting, 132.  
member may ask to be excused from, 137.  
on motion to adjourn, 24.  
on series of paragraphs, 157.  
on several persons for same position, 151.  
on two or more applications at one time, 139.  
preferential system, 152.  
procedure in case of tie vote, 151.  
sample tally sheet for, 143.  
single transferable vote method, 155.  
to fill blanks, 160.

**Voting or debate**, motion relative to, 69.

**Warrants**, 15, 31.

**Withdrawal** of a motion, to allow, 66, 92.

**Words**, objectionable, 129.

**Writing** motions, 115.



THE COUNTRY LIFE PRESS,  
GARDEN CITY, N.Y.

13



LANE MEDICAL LIBRARY

To avoid fine, this book should be returned on  
or before the date last stamped below.

JUN 1 1922

JUL 1 1922

AUG 21 1922

OCT 1 1922

DEC -1 '24

APR 13 '25

NOV 2 81925

JUN 24 '25

NOV 24 27

JUN 22 1932

Mar. 3

OCT 16 1943

W202 Fox, E.A.  
F79 Parliamentary usage.  
1921 52801

NAME	DATE DUE
Mrs. Candler	JUN 26 1922
Stanford	JUN 26 1922
M. Price	SER 1 AUG 2 1922
Dr. Layman	MAY 26 1923
Deswhite	TUES 25 JUN 1924
Miss Chelgren	APR 13 1925
Deswhite	JUN 1925
Betha Mason	JUN 1925
L. Phillips	JUN 1925
P. Wofford	
Shirley Green	
W. G. Chapman	

